

III. EMERGENCY/ CONTINGENCY PLAN

TENNESSEE BAR ASSOCIATION

I. POLICY STATEMENT

The Tennessee Bar Association's Contingency Plan is hereby developed and implemented to ensure the continuance of operations in the event of a disaster.

Several considerations are paramount in the establishment of this plan:

- The safety and welfare of members of the Association staff and any visitors to the Tennessee Bar Center if a disaster should strike during working hours.
- The preservation of Association records and key operational data if the offices is destroyed or damaged.
- The timely resumption of operations in the event of a disaster.

II. EVACUATION/SAFETY PROCEDURES

The Tennessee Bar Association has established the following procedures for the evacuation of the Center in the event of a disaster and for the safety of the staff and visitors if evacuation is not advisable. The implementation of these procedures is relevant and necessary only if a disaster occurs during working hours.

If a disaster occurs and evacuation is called for, all personnel are to proceed to the exits.

Emergency authorities (fire department, police department, and ambulance service) are to be notified after all personnel are evacuated.

A. FIRE

In the event of a fire, all the personnel who are first aware of the fire should use the nearest fire extinguishers. Fire extinguishers are located in the kitchens and at the door to each rear exit.

All personnel will be trained in the use of fire extinguishers and will be periodically oriented on how and when to use them.

In the event the fire cannot be extinguished manually, all personnel should observe the following procedures:

1. Even though an alarm will sound at the offices of the alarm company, which maintains the Association's alarm system, the fire department should also be called immediately if this can be accomplished without risk to life or property.
2. All personnel are to immediately evacuate the offices according to the prescribed evacuation routes if such routes are accessible. Do not attempt to carry any equipment with you.
3. While in the offices during a fire, stay as close to the floor as possible, use precaution in opening doors, and cover your head and face with a damp cloth if available.
4. Once you have evacuated the building, all employees are to report to the plaza in front of One Nashville Place (on the way to the Commerce Street parking garage)..
5. It is emergency personnel's responsibility to search for missing employees; you are not to reenter the offices unless you have instructions to do so.

6. While assembled outside, you are to provide assistance to injured employees and others under the direction of emergency personnel.

B. TORNADO

In the event of a tornado when there is little if any warning, all personnel should observe the following procedures:

1. All personnel are to move immediately to the basement.
2. In the event there is not sufficient time to reach the basement, personnel are to move as close to the center of the building on the first floor as possible and sit on the floor against an inside wall.
3. All personnel are to stay away from glass or other objects that may cause injury during the tornado.
4. Once the tornado has passed, all personnel are to evacuate the Center according to the prescribed evacuation route if such route is accessible.
5. While in the Center after the tornado, do not light any smoking materials, turn on any lights, or start any machinery. The tornado could break gas lines and a fire could be ignited if precautions are not taken.
6. While in the facility after the tornado, do not touch exposed electrical wiring; this could cause electrical shock.
7. Once you have evacuated the building, all personnel are to report to the plaza in front of One Nashville Place (on the way to the Commerce Street parking garage).
8. While assembled outside, you are to provide assistance to injured personnel and others under the direction of emergency personnel.

C. EARTHQUAKE

In the event of an earthquake when there is little if any warning signs, all personnel should observe the following procedures:

1. All personnel are to remain indoors and seek shelter under a heavy table or desk to protect themselves from falling debris.
2. In the event shelter is not available, personnel are to move into a doorway or against an inside wall. A door frame or the structural frame of the building are its strongest points and are least likely to collapse.
3. All personnel are to stay away from glass or other objects that may cause injury during the initial shock or during subsequent aftershocks.
4. Once the initial shock has subsided, all personnel are to evacuate the facility according to the prescribed evacuation routes if such routes are accessible.
5. While in the Center after the initial shock, do not light any smoking materials, turn on any lights, or start any machinery. The earth movement could break gas lines and a fire could be ignited if precautions are not taken.
6. While in the Center after the initial shock, do not touch exposed electrical wiring.
7. Once personnel have evacuated the building, they should proceed to the plaza in front of One Nashville Place (on the way to the Commerce Street parking garage). Do not stand near any buildings or venture back into the offices; the

risk of aftershock is great and could cause a sudden collapse of these buildings.

8. When assembled outside, personnel are asked to provide assistance to injured parties and others under the direction of emergency personnel.

D. CHEMICAL WASTE ACCIDENT

In the event of a chemical waste accident near the Center, all personnel should observe the following procedures:

1. All personnel are to remain indoors until the location and nature of the accident is determined.
2. Once the location and nature of the accident are determined, all personnel are to evacuate the facility according to the prescribed evacuation routes. However, depending on the location of the accident, you may have to evacuate from a different route.
3. After hearing of the accident, do not light any smoking materials, turn on any lights, or start any machinery. The chemical may be flammable and this could ignite a fire if precautions are not taken.
4. After hearing of the accident, cover your nose and mouth because the fumes from the accident may be poisonous.
5. Once you have evacuated the building, all employees are to report to the plaza in front of One Nashville Place (on the way to the Commerce Street parking garage). However, you may be asked to report to a different location depending on the location of the accident.
6. It is emergency personnel's responsibility to search for missing employees; you are not to reenter the offices unless you have specific instructions to do so.

III. PROCEDURES WHEN A DISASTER OCCURS AT NIGHT OR DURING A WEEKEND

If a fire or other disaster occurs at night or on a weekend or holiday when the Center is otherwise closed, an alarm will sound in the offices of the alarm company, which maintains the Center's alarm system. They will notify the appropriate fire and law enforcement departments. They will also notify the Executive Director who will, in turn, notify all staff members of the disaster and set a time and place for the staff to assemble on the next working day.

IV. PROCEDURES FOR ASSESSMENT OF DAMAGE

Immediately following a fire or disaster, the Executive Director shall meet with representatives of the Association's insurance carrier to assess the damage and to determine:

1. That the insurance proceeds are paid promptly.
2. Whether or not the offices can be reoccupied and an estimate of how long repairs will take.

V. PROCEDURES FOR MAINTENANCE/REPLACEMENT OF RECORDS

1. An inventory of all equipment and furnishings shall be conducted annually. A copy of the inventory shall be deposited and maintained at the office of the Treasurer.
2. A videotape of the equipment and furnishings of each of the rooms in the offices shall be made annually. A copy of the tape shall be deposited and maintained at the office of the Treasurer.
3. Copies of the following shall be deposited and maintained at the office of the Treasurer:
 - *The History of the Tennessee Bar Association*
 - All issues of the *Tennessee Bar Journal* (1974 - present)
 - All issues of the *Tennessee Lawyer* (1952-1985)
 - All issues of *Across the Bar* (1990-present)
 - Convention Proceedings (1882-1969)
 - Minutes of the Board of Governors (1956-present)
 - Audits (1985-present)
4. All personnel using a computer are responsible for making weekly back-ups of the records on their computers and for storing these back-ups off-site. The file server, fax server and email server are back-up daily with back-ups stored off-site.

VI. PROCEDURES FOR RESUMPTION OF ACTIVITY

1. Immediately following a fire or other disaster, which renders the Center unusable, the Executive Director shall seek to rent space which is furnished. Telephone service shall be restored as quickly as possible. Such temporary space shall be utilized until it is safe and practical to resume operations at the current offices or at a new facility to be constructed, purchased or leased upon determination of the Board of Governors.
2. The Executive Director shall have authority without the approval of the Executive Committee to purchase or lease replacement equipment and furnishings in order to insure that operations are promptly resumed.
3. The Communications Department shall immediately disseminate information concerning the disaster and concerning the resumption of activity at the temporary offices. Such dissemination shall be to all daily and weekly newspapers and radio stations in Tennessee and through use of other electronic means.

In the event the current offices is determined to be a total loss, the Executive Committee shall make the decision whether to raze and rebuild the offices on the existing site or whether, instead, to purchase, lease or construct a offices building on another site.