



TENNESSEE STATE UNIVERSITY

**EMERGENCY RESPONSE MANUAL**

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# EMERGENCY RESPONSE MANUAL

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## A. INTRODUCTION

This Emergency Response Manual has been designed to provide guidelines for planning and responding to campus emergencies. While the manual does not cover every conceivable situation, it does support the basic administrative procedures necessary to cope with most campus emergencies.

All public institutions have a responsibility to conduct contingency or emergency preparedness planning. For TSU, this planning anticipates and prepares administrators, faculty, staff, and students for potential disasters, with the intent to reduce the vulnerability of people to injury or loss of life, help protect valuable resources, and restore TSU to normal operation as rapidly and smoothly as possible. The President and Vice President will see that all departments, units, and operations within their areas of responsibility are familiar with the University's plan and are prepared as possible to mitigate hazards, assist in response to emergencies, and complete prompt recovery of operations of the University.

This basic plan is the responsibility of the Physical Operations Chair or 1<sup>st</sup> Incident Commander. It will describe how TSU is organized to reduce or eliminate various threats to life and property by starting what actions need to be taken and who should take them before, during, and after the emergency.

In most emergencies and disasters, the Physical Operations Chair or 1<sup>st</sup> or 2<sup>nd</sup> Incident Commander has command and control of the situation unless the event dictates that Metro Police, Fire Department, or Tennessee Emergency Management should take command. Occasionally, an emergency may be contained within the areas of responsibility of University Health Center, Facilities Management Operations or an academic unit. Departments will support the emergency response of the above agencies. The department head, followed by the assistant department head, followed by the most senior department or college representative available, will be responsible for supporting the mitigation, response and recovery responses and directives of the above agencies. In the event that the emergency is contained within a department or unit, the chain of command for the incident will start with the department head or person in charge of the unit, then flow down to the personnel assigned in the department's emergency plan in the absence of the person(s) in higher authority. **ALL DEPARTMENTAL EMERGENCY PLANS WILL SUPPORT AND BE UNDER THE UMBRELLA OF THE UNIVERSITY EMERGENCY RESPONSE PLAN FOR WHICH THE PHYSICAL OPERATIONS INCIDENT COMMANDERS ARE RESPONSIBLE.**

Each department, agency, or building should create its own plan to meet each potential emergency. The University ERP should be a tool that will help to create those plans as well as an information guide that describes some situations and how the campus as a whole should act during emergencies. These plans will be compiled as attachments to the University ERP at the Campus Police and Facilities Management.

# EMERGENCY GUIDELINES

## 1. PURPOSE

This Emergency Response Plan (ERP) describes the University's emergency management plan to cope with hazards that threaten the campus. It describes the concept of operations for response to potential emergencies and delineates the role and responsibilities of departments, divisions, and agencies that are expected to help protect life and property on campus.

## 2. SCOPE

These procedures apply to all personnel, buildings, and grounds owned and operated by Tennessee State University to include those peripheral areas adjoining the University.

## 3. ASSUMPTIONS

The University Emergency Response Plan is predicated on a realistic approach to the problems likely to be encountered on the campus during a major emergency or disaster. Hence, the following are general guidelines:

- (a) An emergency or a disaster may occur at any time of day or night, weekend or holiday, with little or no warning;
- (b) The succession of events in an emergency are not predictable; hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency;
- (c) Disasters may affect residents in the geographical location of the University; therefore, the city, county and federal emergency services may not be available. A delay in off-campus emergency services may be expected – up to 48-72 hours; and
- (d) A major emergency may be declared if information indicates that such a condition is developing or is probable.

## 4. DEFINITIONS OF AN EMERGENCY

The University President, or his designee, serves as the overall Emergency Management Team Chair during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building area coordinators and emergency committee chairs in determining the appropriate response:

- (a) **MINOR EMERGENCY:** Any incident (potential or actual) which will not seriously affect the overall functional capacity of the University.
- (b) **MAJOR EMERGENCY:** Any incident (potential or actual) which affects an entire building or buildings, which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. In many cases, the University Administration will be required to make major policy decisions and interpretations.
- (c) **DISASTERS:** Any event or occurrence, which has taken place and has seriously, impaired or halted the operations of the University. In some cases, mass personnel casualties and service property damage may be sustained. A coordinated effort of all campus wide resources is required to effectively control the situation, as well as outside emergency services.

## **5. TYPES OF EMERGENCIES**

- (1) Fire
- (2) Earthquake
- (3) Chemical or Radiation Spill
- (4) Explosion, Downed Aircraft (Crash on campus)
- (5) Bomb
- (6) Civil disturbances or Demonstrations
- (7) Utility Failure
- (8) Violent or Criminal Behavior
- (9) Medical and First aid (epidemic poisoning, Influenza Pandemic)
- (10) Media Relations
- (11) Psychological crises
- (12) Tornado
- (13) University/Inclement Weather Closing

## **6. DECLARATION OF CAMPUS STATE OF EMERGENCY**

The authority to declare a campus “State of Emergency” rests with the University President, or his designee, as follows:

During the period of any campus major emergency, the 2nd Incident Commander/Director of Campus Police shall, as required, place into immediate affect the appropriate procedures necessary in order to meet the emergency; safeguard persons and property; and maintains educational facilities. The director of Campus Police shall immediately consult with the Physical Operations Committee who will consult with the President regarding the emergency and the possible need for a declaration of a campus “State of Emergency”.

When this declaration is made, only registered students, faculty, staff and affiliates, i.e., persons required by employment, are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card or other I.D.) showing their legitimate business on campus, will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by the Campus police will be allowed to enter the immediate disaster site.

In the event of earthquakes, aftershocks, fires, storms or major disasters occurring in or about the campus, or which involve University property, the Facilities Management (Associate Director) shall be dispatched to determine the extent of any damage to University property.

## B. CAMPUS EMERGENCY RESPONSE TEAM

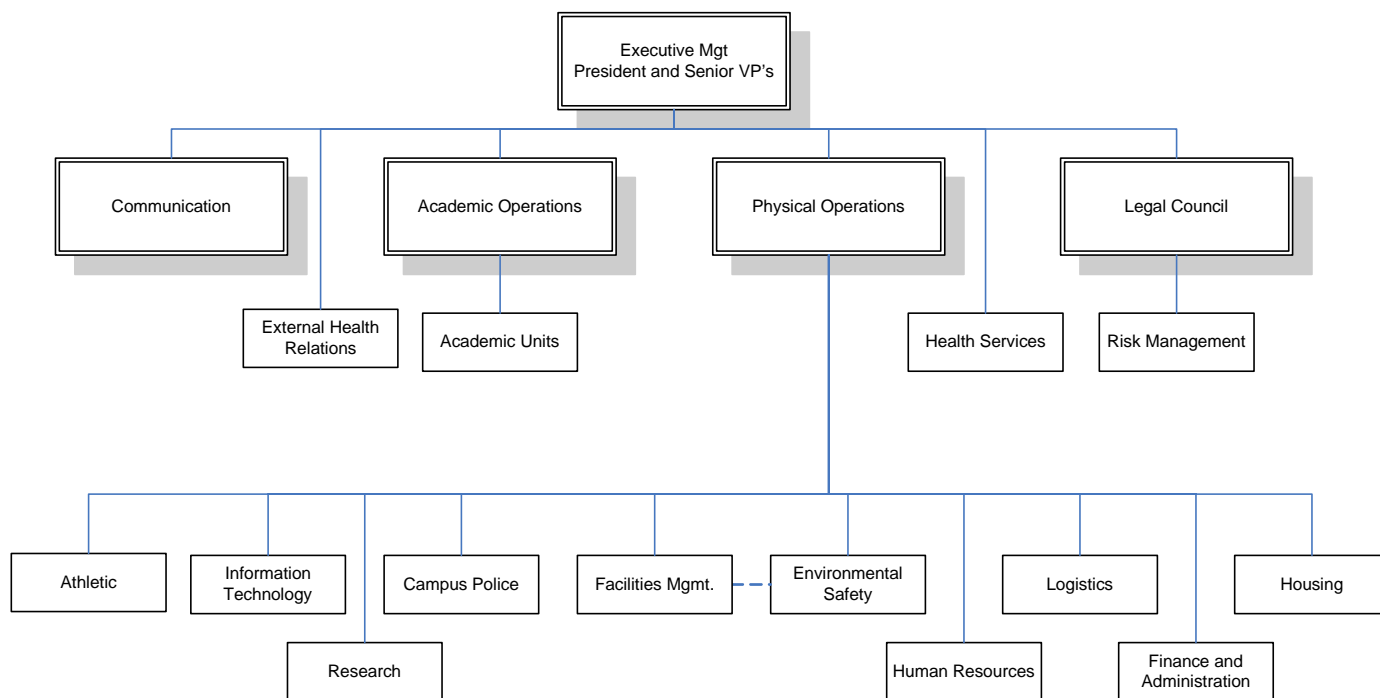
The ERT, which is composed of University officials, will ensure that capable and responsible leadership is available to plan for the management of emergencies. During an actual emergency, the ERT ensures that a responsible authority will make the strategic decisions necessary to support an appropriate response.

### 1. ERT TEAM MEMBERS

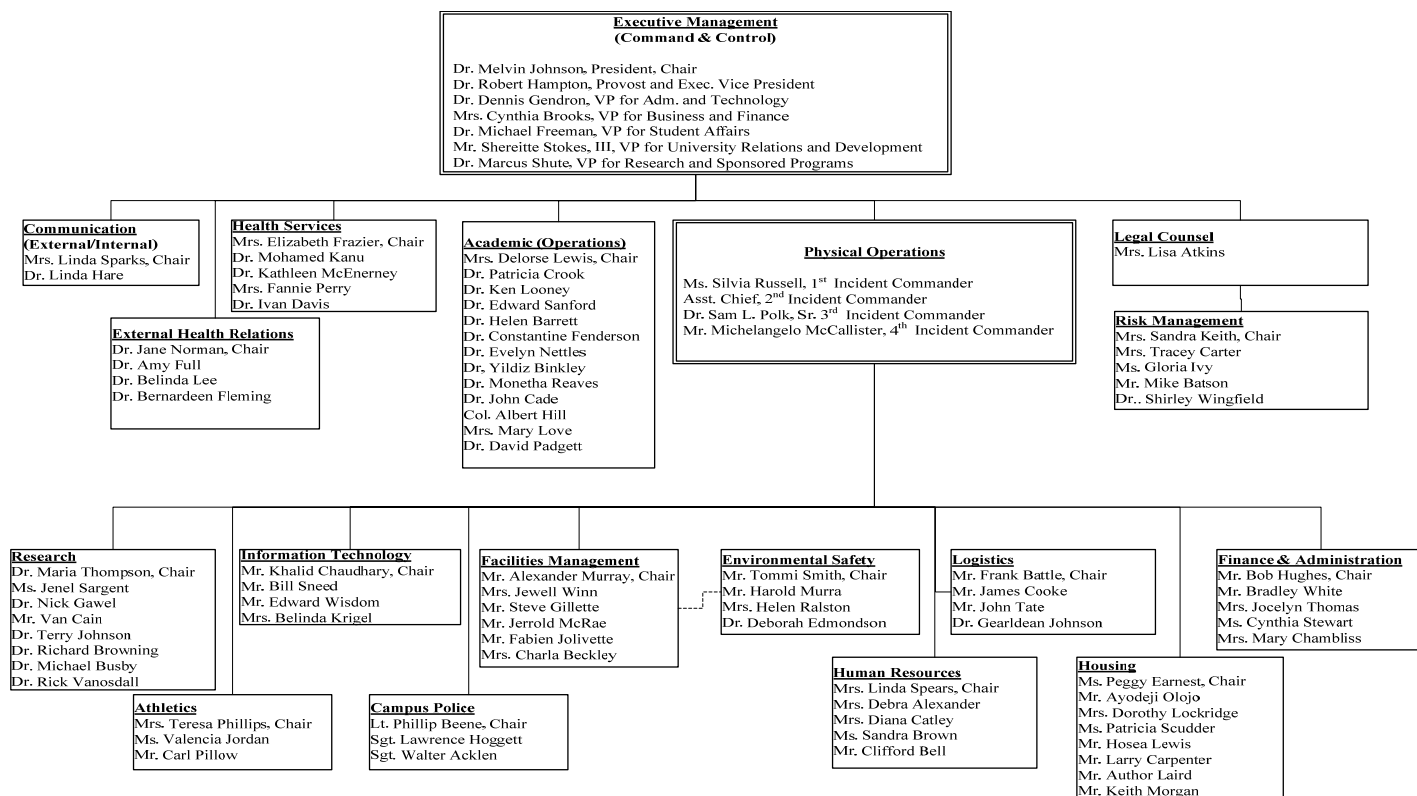
1. Executive Management Team
  - President, Chair
  - Provost and EVP
  - VP for Admin. And Technology
  - VP for Business and Finance
  - VP for Student Affairs
  - VP for University Relation and Development
  - VP for Research and Sponsored Programs
2. Physical Operation
  - Director of Campus Police, 1<sup>st</sup> Incident Commander
  - Assistant Director of Campus Police 2<sup>nd</sup> Police Commander
  - Associate VP for Facilities, 3<sup>rd</sup> Incident Commander
  - Asst. Director of Purchasing and Business Services, 4<sup>th</sup> Incident Commander
3. Academic
  - Special Assistant to the Provost
  - Assoc.(s) VP for Academic Affairs
  - VP for Academic Affairs
  - Dean of Graduate School
  - Faculty Senate Chair
  - Dean of Agriculture
  - Assoc. VP for Distance Learning
  - Dean of Admin. And Records
  - Commander of ROTC
  - Asst. VP of Libraries
4. Legal Council/Risk Management
  - Chief of Staff and Legal Council
  - Director of EDC
  - Director of Internal Auditor
5. External Health Relations
  - Prof. School of Nursing
  - Dean of Nursing
  - Asst. Director of Counseling
6. Campus Police
  - Asst. Police Chief
  - 1<sup>st</sup> Lt
  - 1<sup>st</sup> Sgt
7. Facilities Management
  - Assoc. Dir. of Maintenance
  - Asst. Dir. of Admin. Services
  - Asst. Dir. of Operations
  - Dir. of Planning Design and Construction
  - Admin. Asst. to the VP
  - Office Supervisor
8. Human Resources
  - Assoc. VP/Director of HR
  - Asst. Dir of HR
  - Staff Senate Chair
9. Athletics
  - Athletic Director
  - Asst. AD
  - Asst. AD
10. Information Technology
  - Assoc. VP for Technology
  - Director of Information Services
11. Research
  - Assoc. VP for Research and Sponsored Programs
  - Director of McMinnville Campus
12. Logistics
  - Asst. VP/Director of Purchasing and Business Services
  - Director of Food Services
13. Health Services
  - Director of Health Center
  - Director of Counseling
14. Finance and Administration
  - Assoc. VP for Business & Finance
  - Asst. VP/Director of Budget
15. Housing
  - Dean of Students
  - Asst. VP for Student Affairs
16. Directors, Department Chairs
  - See Campus Directory

Note: The ERT is composed of key employees. However, the position is paramount. As changes in employment occur, it is expected that new employees be assigned the duties and responsibilities herein listed.

## 2. ORGANIZATION CHART



## 3. FY: 06-07 CURRENT EMERGENCY MANAGEMENT TEAM





## **C. RESPONSE TEAM DUTIES AND RESPONSIBILITIES**

### **4. EXECUTIVE MANAGEMENT TEAM: President and his Cabinet (Sr. VP's) DUTIES AND RESPONSIBILITIES**

- (a) Serves as Executive Management Team Chair
- (b) Declares “State of Emergency” and declares an end to campus emergencies.
- (c) Provides management and implementation of the Emergency Response Plan.

### **5. PHYSICAL OPERATIONS:**

(Provide overall leadership for planning, logistic and operation reports to Executive Management)

- 1st Incident Commander, Director of Campus Police
  - 2<sup>nd</sup> Incident Commander, Asst. Director of Campus Police
  - 3<sup>rd</sup> Incident Commander, Assoc. VP for Facilities
  - 4<sup>th</sup> Incident Commander, Asst. Director of Purchasing and Business Services
- (a) The Incident Commanders are responsible for the overall coordination, planning, and staff development of the University Emergency Response.
  - (b) Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.
  - (c) Initiates immediate contact with the President and University administration; begins assessment of the University’s condition.
  - (d) Notifies and utilizes police, public safety and, if necessary, outside Nashville Police aides in order to maintain safety and order.
  - (e) Notifies the members of the Emergency Response Team; advises them of the nature of the emergency.
  - (f) Notifies and conducts liaison activities with appropriate outside organizations such as fire, police, Tennessee Emergency Management Office, Office of Emergency Services, etc.
  - (g) Insures that appropriate notification is made to off-campus staff when necessary.
  - (h) Performs other related duties as may be directed by virtue of the campus emergency.
  - (i) In conjunction with the Environmental Safety Coordinator (i.e., Director of Human Resources and Director of Health Center) prepares and submits a report to the President appraising the final outcome of the emergency.
  - (j) Assist the Facilities Management Damage Control Leader with the alternate Command Post in the Operations Building
  - (k) Notifies university Director of Facilities Management and administrators of major emergencies.
  - (l) Monitors campus emergency warning and evacuation systems.
  - (m) Takes immediate and appropriate action to protect life and property; to safeguard records as necessary
  - (n) Obtains assistance from the city, county and federal government for radiological monitoring and first aid as required.
  - (o) Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
  - (p) Maintains liaison with the Director of Facilities Management and Director of Public Relations as necessary.
  - (q) Planning:
    - 1. Planning and Coordination

2. Continuity of Learning and Operations
3. Infection Control Policies and Procedures
4. Develop Command and Control Structure
5. Develop reporting lines and responsibilities
6. Standard procedures for outbreak verification and alert
7. Coordinate with local Public Health officials
8. Standard operation procedures for levels of emergency
9. Standard communication planning and procedures
10. Mock drill training, other specialty training
11. Timelines, deliverables, and performance measures
12. Closure of Campus, cancellation of classes, and other activities
13. Coordinate volunteers, contractors, and other Universities
14. Develop emergency control center with two alternative sites
15. Contingency planning for research
16. Stock piling of food, equipment, and supplies
17. Ensure planning is consistent with the University Emergency Response Plan
18. Develop Recovery Plan
19. Develop plans to operate the University with 60% or less of staff
20. Develop budget for food, equipment, and supplies
21. Coordinate the use of Banner and files net for records back-up storage

(r) Logistics:

1. Food/Water storage area
2. Generators (smaller)
3. Fuel: gas, gasoline, fuel oil
4. Radius Protective Equipment
5. Two-way Radios
6. Protective Equipment
7. Medical Supplies
8. Hygiene, tissue, soap, sanitizer, and cleaning supplies
9. Review and refine supply policies
10. Linens and towels
11. Bedding, Air mattresses
12. Plastic Sheeting
13. Paper goods
14. Food and Water
15. Specialized Contracts: Funeral Home, Food Service, Travel, Housing, etc.
16. Emergency Workforce

(s) Operations:

1. Five department command structure for operation, planning, Adm./Finance, & Logistics and all committees
2. Transportation of the sick
3. Disposal of the dead
4. Soiled linen and biowaste
5. Frames to separate beds
6. Departments and/or Programs individual plans

## **6. FACILITIES MANAGEMENT: Associate Director of Maintenance**

**ASSISTANTS: Asst. Director of Administrative Services**

**Asst. Director of Operations**

**Director of Plan, Design, and Construction**

(Maintain facility operation and services) report to Physical Operations

- (a) Provide Damage Control
- (b) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- (c) Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles, as required, to the Emergency Response Team for emergency use.
- (d) Obtains the assistance of utility companies as required for emergency operations.
- (e) Furnishes emergency power and lighting systems, as required.
- (f) Surveys habitable space and assist Damage Control Leader with the relocation of essential services and functions.
- (g) Provides facilities for emergency generator fuel during actual emergency or disaster periods.
- (h) Identify/develop and equip emergency shelters in campus facilities.
- (i) Setup an alternate Command Post in the Operations Building and coordinate with the Damage Control Leader.
- (j) Cancellation of transportation services
- (k) Maintenance of and opening of key facilities
- (l) Utilities function management
- (m) Alternative fuel services, gas, fuel, oil, and generators
- (n) Provide emergency housing and support services
- (o) Identify facilities to remain open and closed
- (p) Confirm with Housing; Quarantine areas
- (q) Kit test and train all essential employees with the use of N95 respirators
- (r) Interacting with infectious patients
- (s) Identify employees for cross training
- (t) Develop signage to address appropriate aspects
- (u) Establish fuel supplier to address appropriate aspects
- (v) Contract with two fuel stations that accept fuelman cards
- (w) Plan for barricading facilities not in use
- (x) Establish house keeping and cleaning of facilities used to treat and house the sick

## **7. COMMUNICATION: Director of Public Relations**

**ASSISTANT: Asst. Director of Public Relations**

(Serves as the point of contact for all internal and external media and communication) Reports to Executive Management

- (a) Establishes liaison with the news media for dissemination of information as requested by the President.
- (b) Establishes liaison with the local radio and TV services for public announcements.
- (c) Advises the President, or his designee, of all news concerning the extent of disaster affecting the campus.
- (d) Prepares news releases (concerning the emergency) for approval and release to the media.
- (e) Standard procedures for information flow
- (f) Identify target groups-prepared messages (students, parents, staff, etc.)
- (g) Establish official website-provide information to parents, staff, students on elements of the Pandemic Plans and the emergency itself
- (h) Establish relationship with medical and Public Health officials and Campus Health Center
- (i) Develop Communications Plan-focus on clear, accurate, consistent, and timely communication
- (j) Identify all medical channels-identify trusted media partners
- (k) Ensure redundant communication methods-primary, secondary, and tertiary methods
- (l) Identify trusted spokespersons

## **8. LOGISTICS: Asst. VP and Director of Purchasing and Business Services**

### **ASSISTANT: Assist. Director of Purchasing and Business Services**

(Provide material supplies, controls, and food for all who must remain on campus) Reports to Physical Operations

- (a) Establishes liaison with vendors and developers in order to secure equipment, supplies and materials needed during the actual emergency.
- (b) Coordinates with all the Emergency Response Team members in the securing of equipment, material and supplies.
- (c) Evaluate the need to maintain emergency food and water supplies in shelters and/or specific areas on campus.
- (d) Develop means with the Assistant to the Human Resources Director to secure emergency/temporary/volunteer personnel during the emergency.
- (e) Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.
- (f) Feeding of students, faculty, and staff who must live on campus
- (g) Stock piling of non-perishable food and plans to ensure usable shelf life
- (h) Prepackaged utensils
- (i) Identify food delivery companies
- (j) Plans to feed those who are quarantined/sick/required to live on campus
- (k) Infectious training for food personnel

## **9. ACADEMIC OPERATIONS: Special Assistant to the Provost**

### **ASSISTANT: Assistant Vice President for Academic Affairs**

(Maintain educational activities through normal and technological means) Reports to Executive Management

- (a) Appoint and coordinate facility coordinators in all academic and service facilities.
- (b) Prepare and train faculty, staff and students on Emergency preparedness.
- (c) Provide emergency equipment and supplies.
- (d) Conduct practice drills.
- (e) Provide means to notify staff and students of emergency conditions, operational and institutional direction during actual emergency.
- (f) Coordinate and keep the Emergency Response Team Coordinator and Emergency Response Team Damage Control informed of all appropriate plans.
- (g) Procedures for cancellation of classes
- (h) Procedures for continuity of instruction; web-based distance learning
- (i) Online course offering and other alternate learning strategies
- (j) Tutoring services for students who are quarantined
- (k) Potential restructuring of academic calendar

## **10. HOUSING: Dean of Students**

### **ASSISTANT: Director of Housing**

(Provide housing for students, faculty, and staff who must remain on campus) reports to Physical Operations

- (a) Appoint and coordinate facility coordinators in all dormitories and related student activity areas.
- (b) Prepare and train staff and students on emergency preparedness.
- (c) Provide emergency equipment and supplies.
- (d) Conduct practice drills.
- (e) Provide a means to notify staff and students of emergency conditions and operational direction during actual emergency.
- (f) Prepare and coordinate on-site emergency medical and first aid.
- (g) Coordinate and keep the Emergency Response Team Coordinator and Emergency Response Team Damage Control Coordinator informed of all appropriate plans.

- (h) Closure of Housing
- (i) Identify quarantine area for ill students, faculty, and staff
- (j) Evaluate external centers to send students to for additional assistance
- (k) Coordinate with facilities on recirculated air control in facilities
- (l) International and foreign student operations
- (m) Identify and plan for special needs of students
- (n) Ensure stockpiling of emergency supplies (Coordinate with Procurement)

**11. HEALTH SERVICES: Director of Health Center**  
**ASSISTANT: Residence Doctor**

(Coordinate all on campus media care services) reports to Executive Management

- (a) Health Evaluation/Assessment
- (b) Infirmary area
- (c) Quarantine area
- (d) Sick bay area
- (e) Medical storage area
- (f) Morgue area
- (g) Identify and prioritize health concerns and needs, and request the appropriate resources from ERT.
- (h) Plan for, provide, and supervise nurses' services as needed.
- (i) Advise ERT on health protection measures.
- (j) Identify residents with health problems that would require special equipment or extra assistance in the event of an evacuation. The Office of Disabled Student Services should be utilized to coordinate these efforts.
- (k) Prepare and coordinate on-site emergency medical and first aid.
- (l) Advise the President, Cabinet, and police department on actions to be taken regarding all public health and medical matters.
- (m) Coordinate the inoculations for the prevention of disease, and other necessary health protection measures.

**12. DIRECTOR & HEADS OF UNIVERSITY DEPARTMENTS: Chair as Appointed**  
**ASSISTANT: AS APPOINTED**

Reports to Academic Operations

- (a) Prepare and update department plans and emergency organizations to cope with disasters that might occur on campus and in University facilities.
- (b) Ensure the continuity of University operations.
- (c) Sufficiently train staff to carry out emergency plans.
- (d) Respond as requested or directed by the ERT.

**13. SAFETY: Coordinator of Environmental Safety**  
**ASSISTANT: Asst. Coordinator of Environmental Safety**

(Provides for the safety of all campus students, faculty, and staff) Reports to Facilities Management who reports to Physical Operations

- (a) Coordinate all campus medical and public health services disaster operations, including requests for additional personnel, equipment, supplies, and transportation.
- (b) Coordinate water purification, insect, and rodent control.
- (c) Coordination of facilities, areas, roadways, and equipment during radiological incidents, environmental disasters, or hazardous or biological material spills.
- (d) Procure, store, and provide infection prevention supplies
- (e) Waste disposal (biomedical)
- (f) Secure N95 respirators and provide campus-wide training
- (g) Monitor facilities and advise on critical issues

**14. LEGAL COUNCIL/RISK MANAGEMENT: Chief of Staff and University Counsel**  
**ASSISTANT: Director of EDC**

(Provide a legal frame work to ensure transparent assessment and justification of measures taken or to be taken) Reports to Executive Management

- (a) Declaration of State-of-Emergency
- (b) Legal and ethical issues compilation
- (c) Institution fails to respond appropriately (student care)
- (d) Health care on campus
- (e) Mandatory sick leave
- (f) Travel restrictions
- (g) Reporting about ill students, faculty, and staff
- (h) Legal authorities for closure and cancellation of activities
- (i) Limitations on functions such as food service
- (j) University's potential responsibilities and liabilities
- (k) Assess the legal impact of health measures likely to be taken

**15. EXTERNAL HEALTH RELATIONS: Chair Influenza Pandemic Committee**  
**ASSISTANT: Residence Medical Doctor**

(Coordinate all external relations with local health and related agencies and stakeholders) Reports to Executive Management

- (a) Coordinate with local public health officials and establish communication protocols
- (b) TSU/Community meeting with local health official-communicate consistently with the Public
- (c) Coordinate with local and nearby Higher Education Institutions
- (d) Collaborate with partners to create complementary plans
- (e) Provide communication to address potential fears and anxiety
- (f) Implement infection control plans (hand hygiene, cough/sneeze etiquette)
- (g) Secure critical supplies
- (h) Guidelines for face-to-face contact among students, faculty, staff, and other customers
- (i) Vaccination and tracking
- (j) Ensure medical consultation; academic, emotional, and physical recovery issues
- (k) Develop triage protocols
- (l) Stock piling of medical supplies
- (m) Create and implement a surveillance system (coordinate with local and State Health Officials)
- (n) Bereavement needs
- (o) Availability of health care and mental health services providers

**16. HUMAN RESOURCES: Assoc. VP and Director of Human Resources**  
**ASSISTANT: Assist Director**

(Provides emergency personnel operating guidelines to ensure a workforce and employees pay and benefits) Reports to Physical Operations

- (a) Plans for continuity of payroll
- (b) Sick leave policy for staff
- (c) Liberal, non-punitive policies for employee compensation and sick-leave
- (d) Flexible worksite and work hours
- (e) Quarantine of students, faculty, and staff
- (f) Vaccination and selective vaccination of predefined risk individuals and groups
- (g) Forecast and allow for employee absences

**17. ATHLETICS: Director of Athletics**

**ASSISTANT: Assoc. Director**

(Provide safe and continuity of scheduled sporting events) Reports to Physical Operations

- (a) Coordination with NCAA
- (b) Travel coordination and restriction on/off campus
- (c) Cancellation of sporting events

**18. INFORMATION TECHNOLOGY: Assoc. VP for Technology**

**ASSISTANT: Assoc. Director of Technology**

(Coordinate and maintain the technology infrastructure and support services) Reports to Physical Operations

- (a) Enhance communication and information technology infrastructures to support faculty, staff, and student telecommuting and remote access.

**19. FINANCE AND ADMINISTRATION: Assoc. VP and Director of Business & Finance**

**ASSISTANT: Director of Budget**

(Provide procedures for emergency contracts, financial management, payments, and emergency procurement) reports to Physical Operations

- (a) Develop recovery plan dealing with loss of students, staff, and other financial disruptions
- (b) Provide sufficient funds for emergency purchasing
- (c) Business continuation plan-outline procedures for operating during extended emergency
  - Essential functions, goods, and services that must be maintained under a variety of conditions.
  - Essential task that can be performed from other locations such as home as well as technology support necessary to implement such measures
  - Essential people and material support
  - Delegations of authority
  - Personnel / Human Resources Policies (leave, disability, payroll, potential, high absenteeism)
- (d) Analysis of expected financial impact on University (all Campuses)

**20. CAMPUS POLICE: LT in Charge**

**ASSISTANT: Sgt. In Charge**

(Provide overall campus security) reports to Physical Operations

- (a) Plans for continuity of security
- (b) Operational Planning
- (c) Evacuation Planning
- (d) Traffic Control
- (e) Casualty maintenance and interacting with infectious patients
- (f) Kit test training on the use on N95 respirators
- (g) Provide and maintain PPE equipment
- (h) Secure volunteers and train to provide support
- (i) Maintain camera surveillance
- (j) Coordinate with local Police Departments
- (k) Locate appropriate barricades

**21. RESEARCH: Assoc. VP for Research & Sponsored Programs**

**ASSISTANT:**

(Provide coordination of all research activities and animal care) Reports to Physical Operations

- (a) Contingency plans for maintaining research
- (b) Animal care
- (c) Back-up utility supply
- (d) Relationship with external units to care for research and animals sustainability
- (e) Preservation of samples



## **D. Emergency Command Post**

When a major emergency occurs, or is imminent, it shall be the responsibility of the Director of Campus Police to set up and staff an appropriate Emergency Command Post, as directed. The department of facilities in the Operations Building and the Campus Security Office will be kept fully operational at all times.

### **1. FIELD EMERGENCY COMMAND POST**

If the emergency involves only one building or a small part of the campus, a police vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed officer is to staff the Command Post at all times, or until the emergency ends. A small office with a desk, chairs, and a telephone may also be required near the scene.

Field Emergency Command Post equipment should include the following:

- (a) Barricades, barrier tape and signs for the scene
- (b) Two portable hand radios
- (c) Portable public address system
- (d) First Aid kit
- (e) Campus telephone directory and local telephone directory, including Yellow Pages

### **2. GENERAL EMERGENCY COMMAND POST**

If the emergency involves a large part of the campus, the Command Post is to be set up in the Operations Building and the Campus Police Department. If these sites are unavailable, the Emergency Coordinator is to select an alternate location. At least one uniformed officer is to staff the Command Post at all times until the emergency situation ends. A marshalling area for outside and local agencies' assistance shall be established by the Facilities Management Department for operations of the combined on-site Emergency Resource Team. A conference room with facilities for emergency teams or media crews designed to accommodate multiple telephone lines and/or electrical appliances is desirable.

### **3. MOBILE INTERNET WIRELESS VAN**

The Coordinator of Distance Education, (ext. 7493) Cooperative Extension Program is responsible for the Mobile Internet Wireless van unit with a Tachyon Networks Satellite positioned on the roof of the vehicle. This system provides Mobile Internet Service, and is equipped with wireless technology as well as fifteen tablet PCS computers.

Additionally, this unit provides live-video-streaming and internet service from any location in the U.S. and Canada; as well as VOIP. Limited editing can be done on the spot. The concept behind the wireless technology is in order to have an outside classroom as well as have wireless access in an enclosed building that does not provide Internet Service

## E. University Notification System

The telephone is the primary means of emergency notification at Tennessee State University. This system is needed for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. The outdoor warning system may be used to convey both siren and voice messages (see warning system below).

### 1. CAMPUS POLICE

The Emergency Physical Operation 2ND Incident Commander or the Police Officer on duty will notify the Associate /Director of Maintenance, Facilities Management (ext. 5672) of any emergency, as necessary, and will initiate the notification system by calling the following University Administrators as appropriate. Current numbers are on file in the Campus Police Department.

		<u>Office</u>	<u>Home/Cell Phone</u>
(1)	President	963-7401	566-4466
(2)	Vice President for Business & Finance	963-7410	566-4602
(3)	Vice President for Student Affairs	963-5644	947-8656
(4)	Provost and Executive Vice President	963-5306	566-4904
(5)	Vice President for Technology	963-5303	207-3180
(6)	Vice President for University Relations and Development	963-5584	416-5453
(7)	Vice President for Research and Sponsored Programs	963-7631	335-7427
(8)	Director of Public Relations	963-5331	566-3731
(9)	Director of Purchasing & Business Services	963-5178	566-8137
(10)	Associate Director of Facilities Management (Maintenance)	963-5687	642-2247
(11)	Director of Health Center	963-5295	573-0721
(12)	Campus Directors and Department Heads (as may be required)	See Campus Directory	

**IMPORTANT:** During an emergency, campus telephones must be restricted to official University business ONLY. In the absence of telephone service, the Campus Police may provide runners for emergency notification (contingent on available personnel).

### 2. OUTDOOR WARNING SYSTEM

The outdoor warning system consists of two speaker stacks with controls in the department of Campus Police. The system is managed and controlled by Campus Police. The two speakers are capable of emitting both siren signals and voice messages. The system will be activated when the National Weather Service issues a weather related warning for Davidson County and/or at the direction of the President for receiving voice messages for non-weather related messages.

### 3. WEATHER BUG-SATELLITE WEATHER SYSTEM

The Coordinator of Distance Education, (ext. 7493) Cooperative Extension Program is responsible for the AWS Weather-bug System which is the largest weather network in the world. AWS Convergence Technologies, Inc. manufactures the weather stations and the web based software used by clients. The AWS Weather-bug data network has over 8,000 members, including K-12 schools, colleges, museums, broadcasters, and others who have a need for accurate, real-time weather data.

The camera is located on the top of Hale Hall at TSU and the data collector box (Weather-bug System) is also located in the same area. Hale Hall has the most optimum view of the TSU campus which can provide us with up to the minute weather details. The camera has a range of 275 degrees and will take a still image every five (5) minutes; which will be archived every thirty (30) days.

The data from the Weather-bug System can be used in a variety of ways, including research, teaching students, emergency management, and Homeland Security. This data is also available to over 69 million people via the Weather-bug.

## F. Evacuation Procedures

### IN AN EMERGENCY: POLICE/FIRE/AMBULANCE – DIAL 9- 911

In an emergency in which Metro Fire/Police CANNOT be reached, dial ext. 5171.

#### 1. BUILDING EVACUATION

- A. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Police or Building Safety Coordinator.
- B. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- C. ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

Remember that elevators are reserved for handicapped persons.

DO NOT USE THE ELEVATORS IN CASE OF FIRE AND/OR EARTHQUAKE!

- D. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant area and walkways clear for emergency vehicles and personnel. Know your area assembly points; these will be designated by Dean, Department Head, etc.
- E. Do NOT return to an evacuated building unless told to do so by a University official.

**IMPORTANT: After an evacuation report, go to your designated area assembly point. Stay there until an accurate head count attendance is taken and assist in the accounting for all building occupants.**

#### 2. CAMPUS EVACUATION

- A. Evacuation of all or part of the campus grounds will be announced by Campus Police, as directed.
- B. All persons (students and staff) are to IMMEDIATELY vacate the site in question and relocate to another part of the campus grounds, as directed.

## G. SPECIFIC EMERGENCY PROCEDURES

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

	Pages
Reporting Emergencies	18
Civil Disturbance or Demonstrations	19
Violent, Disruptive Demonstrations	20
Explosion, Aircraft Down (crash) on campus	21
Earthquake	22
Medical/First Aid /Influenza Pandemic	23
Chemical or Radiation Spill	24
Bomb Threat	25
Fire	27
Violent or Criminal Behavior	28
Utility Failure	29
Media Relations	31
Psychological Crises	32
Tornado	33
University/Inclement Weather Closing	35

## **I. REPORTING EMERGENCIES**

**CAMPUS EMERGENCY SERVICE: 963-5171 or ext. 5671**

**IN AN EMERGENCY IN WHICH CAMPUS POLICE OR FACILITIES MANAGEMENT CANNOT BE REACHED, DIAL 9-911.**

When calling, stay calm and carefully explain the problem and location to the Campus Police Dispatcher.

**DO NOT HANG UP UNTIL TOLD TO DO SO!**

**KEEP CALM.**

**KEEP OTHERS CALM.**

Senior Building Coordinator: \_\_\_\_\_

Location: \_\_\_\_\_

Telephone: \_\_\_\_\_

Building Emergency Team Members:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT!!!!**

**After any evacuation, report to your designated campus area assembly point. STAY there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.**

## **2. CIVIL DISTURBANCE OR DEMONSTRATION**

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- 1. INTERFERENCE** with the normal operation of the University.
- 2. PREVENTION** of access to offices, buildings or other University facilities.
- 3. THREAT** of physical harm to persons or damage to University facilities.

If any of these conditions exist, Campus Police should be notified and will be responsible for contacting and informing the President and Deans. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

### **1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS:**

- (a) Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.
- (b) If demonstrators are asked to leave but refuse to leave by regular facility closing time:
  - (1) Arrangements will be made by the Director of Campus Police to monitor the situation during non-business hours; or
  - (2) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration.  
(SEE Section 2.)

### **2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS:**

In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

- (a) Demonstrators will be asked to terminate the disruptive activity by the Vice President for Student Affairs or his designee.
- (b) The office of Student Affairs will consider having a photographer available.
- (c) Key University personnel and student leaders will be asked by the Vice President for Student Affairs to go to the area and persuade the demonstrators to cease.
- (d) The Vice President for Student Affairs or his designee will go to the area and ask the demonstrators to leave or discontinue the disruptive activities.
- (e) If the demonstrators persist in the disruptive activity, they will be apprised that the failure to discontinue the specified action within a determined length of time may result in disciplinary action including a suspension or expulsion or possible intervention by civil authorities. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken.
- (f) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- (g) After consultation with the President and Director (of Campus Police), a need for an injunction and intervention of civil authorities will be determined.
- (h) If determination is made to seek intervention of civil authorities the demonstrators should so be informed. Upon arrival of the Police Department, the remaining demonstrators will be warned of the intention to arrest.

### **3. VIOLENT, DISRUPTIVE DEMONSTRATIONS:**

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President and the Vice President for Student Affairs will be notified:

#### **A. During Business Hours:**

- (1) In coordination with the Vice President for Student Affairs, Campus Police will contact the Department.
- (2) If advisable, the Vice President for Student Affairs will alert the President, who will then call a photographer to report to an advantageous location for photographing the demonstrators.
- (3) The President, in consultation with the Vice President for Student Affairs and the director of Campus Police, will determine the possible need for an injunction.
- (4) Campus Police will provide an officer with a radio for communication between the University and the appropriate department, as needed.

#### **B. After Business Hours:**

- (1) Campus Police should be immediately notified of the disturbance.
- (2) Campus Police will investigate the disruption and report and notify the Chief of Police and the Vice President for Student Affairs.
- (3) The Vice President for Student Affairs will do the following:
  - (a) Report the circumstances the President.
  - (b) Notify key administrators and, if appropriate, the administrator responsible for the building area.
  - (c) Notify the director of Public Relations.
  - (d) Arrange for a photographer.
  - (e) If necessary, the President or the Vice President for Student Affairs will call ext. 5171 for Police Department assistance.

**NOTE:** The Director of Campus Police reserves the right to call for police without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.

#### 4. EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on campus, take the following actions:

1. Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the Campus Police at ext. 5171. Give your name and describe the location and nature of the emergency.
3. If necessary or when directed to do so, **ACTIVATE** the building alarm. **CAUTION: The building alarm rings only in some buildings so you must ALSO report the emergency by telephone.**
4. When the building evacuation alarm is sounded, or when you are told to leave by University officials, walk to the nearest marked exit, and ask others to do the same.
5. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATOR IN CASE OF FIRE. DO NOT PANIC!!!**
6. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
7. If requested, assist emergency crews as necessary.
8. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

**IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.**



## 5. EARTHQUAKE

During an earthquake, remain CALM and QUICKLY follow the steps outlined below:

1. If **INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.

### **“DUCK, COVER AND HOLD”**

2. If **OUTDOORS**, move quickly away from buildings, utility poles and other structures. **CAUTION: Always avoid power or utility lines, as they may be energized. Know your assembly points.**
3. If in an **AUTOMOBILE**, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation and, if the emergency help is necessary, call Campus Police at ext. 5171 (on campus); be prepared for aftershocks.
5. Damaged facilities should be reported to the Facilities Management at 963-5671 or Campus Police at 963-5171.
6. If necessary, or when directed to do so, **ACTIVATE** the building alarm. **CAUTION: The building alarm only rings in some buildings, you must ALSO report the emergency by telephone.**
7. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask other to do the same.
8. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATOR IN CASE OF FIRE. DO NOT PANIC!!**
9. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
10. If requested, assist emergency crews as necessary.
11. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
12. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

**IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.**

## 6. MEDICAL AND FIRST AID

### CALL THE CAMPUS POLICE OFFICE IF YOU NEED ASSISTANCE

Campus Health Center – ext. 5291  
Campus Police – ext. 5171  
Emergency Medical Service (EMS) – 9-911

1. \*If serious injury or illness occurs on campus, dial ext. 5171 IMMEDIATELY. Give your name , describe the nature and severity of the medical problem and the campus location of the victim.
2. \*\*In case of injury or illness, provide first aid care. Use ONLY sterile first aid materials.
3. In case of injury or illness, Red Cross trained personnel should quickly perform the following steps:
  - (a) Keep the victim still and comfortable.
  - DO NOT MOVE THE VICTIM.**
  - (b) Ask the victim, “Are you okay?” and “What is wrong?”
  - (c) Check breathing and give artificial respiration, if necessary.
  - (d) Control serious bleeding by direct pressure on the wound.
  - (e) Continue to assist the victim until help arrives.
  - (f) Look for emergency medical I.D.; question witness(es); and give all information to the paramedics.
4. Every office should have a person trained in first aid and CPR. Training is available through the local Red Cross.

**IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.**

\* The procedures above should be implemented after calling 911 for EMS to handle.  
Campus Police will advise as to what approach should be taken until the EMS arrives.

\* \* Only Red Cross trained personnel should provide first aid treatment , i.e., first aid and CPR

## 7. INFLUENZA PANDEMIC PLAN

This guidance is based upon the best available current data and will be updated as new information becomes available. The TSU community will be asked to take certain steps to help limit the spread of a pandemic, mitigate disease and death, lessen the impact on the economy, and maintain societal functioning.

## 8. CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material is to be reported IMMEDIATELY to the Campus Police at ext. 5171 and the Facilities Management Department at ext. 5671.
2. When reporting the incident, be specific about the nature of the involved material and the exact location. Campus Police will contact 911 who will then notify and dispatch appropriate personnel.
3. The key person on-site should evacuate the affected area AT ONCE and seal it off to prevent further contamination of other areas until the arrival of the Campus Police and/or official personnel.
4. Anyone who may be contaminated by the spills is to avoid contact with others as much as possible. Remain in the vicinity and give names to Campus Police. Required first aid and clean up by specialized authorities should be started at once.
5. If an emergency exists, ACTIVATE the building alarm. **CAUTION: The building alarm rings only in some buildings, you must ALSO report the emergency by telephone.**
6. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
7. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATOR IN CASE OF FIRE. **DO NOT PANIC!!**
8. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
9. If requested, assist emergency crews as necessary.
10. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
11. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

## 9. BOMB THREAT

If you observe a suspicious object or potential bomb on campus: **DO NOT HANDLE THE OBJECT!**  
Clear the area immediately and call Campus Police at 963-5171.

1. Any person receiving a bomb threat over the telephone should ask the caller the following questions:
  - (a) When is the bomb going to explode?
  - (b) Where is the bomb located?
  - (c) What kind of bomb is it?
  - (d) What does it look like?
  - (e) Why did you place the bomb?
2. Keep talking to the caller as long as possible and record the following information (see bomb threat report form)
  - (a) Time of call
  - (b) Age and sex of the caller
  - (c) Speech pattern: accent, possible nationality, etc.
  - (d) Emotional state of caller
  - (e) Background noise
3. IMMEDIATELY notify the Campus Police at 963-5171 of the incident.
4. Campus police officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to Public Safety. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.
5. If an emergency exists, **ACTIVATE** the building alarm. **CAUTION: The building alarm rings only in some buildings, you must ALSO report the emergency by telephone.**
6. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask other to do the same.
7. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATOR IN CASE OF FIRE. DO NOT PANIC!!**
8. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
9. If requested, assist emergency crews as necessary.
10. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

**IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.**

**(i) BOMB THREAT REPORT FORM**

**THREATENING PHONE CALL**

**DESCRIPTION OF CALLER'S VOICE**

1) *Time call received:* \_\_\_\_\_ *Male:* \_\_\_\_\_ *Female:* \_\_\_\_\_

2) *Exact words of person placing call:* \_\_\_\_\_ *Young:* \_\_\_\_\_ *Middle-aged:* \_\_\_\_\_

\_\_\_\_\_ Older: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Tone of voice: \_\_\_\_\_

\_\_\_\_\_ Accent: \_\_\_\_\_

\_\_\_\_\_ Background noise:

Questions to ask:

1. When is the bomb going to explode?

\_\_\_\_\_

2. Where is the bomb right now?

\_\_\_\_\_

3. What kind of bomb is it?

\_\_\_\_\_

4. What does it look like?

\_\_\_\_\_

5. Why did you place the bomb?

\_\_\_\_\_

Person receiving/monitoring call:

\_\_\_\_\_

Department: \_\_\_\_\_

Telephone ext.: \_\_\_\_\_

Home Address:

\_\_\_\_\_

\_\_\_\_\_

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

Note: Keep a copy of this form handy.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the voice familiar: \_\_\_\_\_

Remarks:

\_\_\_\_\_

\_\_\_\_\_

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## 10. FIRE

**In and emergency, dial 911**

**ON CAMPUS EMERGENCIES, DIAL EXT. 5171**

**OFF CAMPUS EMERGENCIES, DIAL 9-911 (Using campus telephone system)**

**IN ALL CASES OF FIRE, CAMPUS POLICE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!**

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through the Facilities Management Department at 963-5671.
2. If a minor fire appears controllable, IMMEDIATELY contact the Fire Department and Campus Police. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, ACTIVATE the building alarm. **CAUTION: The building alarm rings only in some buildings, you must ALSO report the emergency by telephone.**
4. On large fires that do not appear controllable, IMMEDIATELY notify the Fire Department and Campus Police. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. DO NOT LOCK DOORS.
5. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask other to do the same.
6. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATOR IN CASE OF FIRE.** Smoke is the greatest danger in fire, so stay near the floor where the air is less toxic. **DO NOT PANIC!!**
7. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
8. If requested, assist emergency crews as necessary.
9. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
10. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

**NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!**

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

## 11. VIOLENT OR CRIMINAL BEHAVIOR

### IN AN EMERGENCY DIAL EXT. 5171

Campus Police is located in the General Services Building and provides you with 24-hour help and protection. This service is provided seven days a week on a year around basis.

#### ON CAMPUS EMERGENCIES, DIAL EXT. 5171

#### OFF CAMPUS EMERGENCIES, DIAL 911

(To report off campus emergencies using our phone system dial 9-911)

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and reporting them promptly.
2. If you are a witness to any on campus offense, AVOID RISKS!
3. Promptly notify Campus Police at 963-5171 as soon as possible and report the incident, including the following information:
  - (a) Nature of the incident
  - (b) Location of the incident
  - (c) Description of the person(s) involved
  - (d) Description of property involved
4. If you observe a criminal act, or whenever you observe a suspicious person on campus, immediately notify Campus Police and report the incident.
5. Assist the officers when they arrive by supplying them with additional information and ask others to cooperate.
6. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.
7. What to do if taken hostage:
  - (a) Be patient. Time is on your side. Avoid drastic action.
  - (b) The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unbalanced. Don't make mistakes, which could hazard your well being.
  - (c) Don't speak unless spoken to; and then only when necessary. Don't talk down to the captor who may be in an agitated state.

Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.

- (d) Try to rest. Avoid speculations. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- (e) Be observant. You may be released or be able to escape. The personal safety of others may depend on your memory.
- (f) Be prepared to answer the police on the phone. Be patient. Wait. Attempt to establish rapport with the captor. If medication, first aid, or restroom privileges are needed by anyone – say so. The captor, in all probability, does not want to harm persons held by him. Such direct action further implicates the captor in additional offenses.

**IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.**

## 12. UTILITY FAILURE

1. In the event of a major utility failure during regular work hours (8:00 a.m. through 5:00 p.m., Monday through Friday) IMMEDIATELY notify Facilities Management at 963-5671.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify Campus Police at 963-5171.
3. If an emergency exists, ACTIVATE the building alarm. **CAUTION: The building alarm rings only in some buildings, you must ALSO report the emergency by telephone.**
4. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
5. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATOR IN CASE OF FIRE. Smoke is the greatest danger in fire, so stay near the floor where the air is less toxic. DO NOT PANIC!!!
6. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
7. If requested, assist emergency crews as necessary.
8. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

**IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.**

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### ADDITIONAL INFORMATION AND PROCEDURES

Always observe steps “1” and “2” above, whenever the following utility emergencies arise:

#### **ELECTRICAL/LIGHT FAILURE:**

At present, campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radio available for emergencies.

#### **ELEVATOR FAILURE:**

If you are trapped in an elevator, telephone to notify the Campus Police. If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the front panel) which will signal for help.

#### **PLUMBING FAILURE/FLOODING:**

Cease using all electrical equipment. Notify the Facilities Management Department at 963-5671. If necessary, evacuate the area. After-hours, contact Campus Police at extension 5171.

#### **SERIOUS GAS LEAK:**

Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER electrical arcing can trigger an explosion! Notify Campus Police at ext. 5171 and/or Facilities Management at ext. 5671.



**STEAM LINE FAILURE:**

IMMEDIATELY notify the Campus Police at ext. 5171 or Facilities Management at ext. 5671 and, if necessary, evacuate the area.

**VENTILATION PROBLEM:**

If smoke odors come from the ventilation system, IMMEDIATELY notify the Campus Police at ext. 5171 or Facilities Management at ext. 5671 and, if necessary, cease all operations and evacuate the area.

**IMPORTANT: After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.**

### **13. MEDIA RELATIONS**

**CALL THE OFFICE OF PUBLIC RELATIONS (EXT. 5331)  
IF YOU NEED ASSISTANCE**

**ON CAMPUS EMERGENCIES DIAL EXT. 5171  
OFF CAMPUS EMERGENCIES DIAL 963-5171**

The University has two basic guidelines to observe in crisis situations:

1. Only authorized spokespersons (University Public Relations Director) may provide information.
  2. Only factual information is released; no speculation is to be offered.
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#### **OTHER GUIDELINES:**

1. All executive and supervisory personnel are notified to report emergencies to the President and to the spokesperson. They should also be reminded not to speak to outsiders, especially to the media on behalf of the University.
2. The President and other top administrators and the Public Relations Director are informed immediately of existing emergencies. Complete details are made available to them, including what the incident is, how it began, who is involved, what is happening now, and what help has been called for.
3. The President and the University Public Relations Director and any other person involved shall confer and decide on the appropriate action.
4. All calls from the media are referred to the Office of Public Relations at ext. 5331.

## **14. PSYCHOLOGICAL CRISIS**

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reactions or a psychotic break. A psychotic break may be manifested by hallucinations, uncontrollable behavior, or the person could be a hospital walk-away.

If a psychological crisis occurs:

1. NEVER try to handle a situation you feel is dangerous on your own.
2. Notify the Campus Police Department at 963-5171. CLEARLY state that you need immediate assistance. Give your name, location and the area involved.

## 15. TORNADO PREPAREDNESS AND RESPONSE

1. During the “watch”, (when weather conditions are such that a tornado may develop) :
    - a. Do not open any doors or windows; close them all to provide more protection.
    - b. Store portable equipment, breakable items, etc., inside building away from shelter areas.
    - c. Generally, buses may continue to operate, but drivers should be watchful. (See item 2-1) page 31.
  
  2. During a “warning” (when a tornado has been sighted and/or has touched down) :
    - a. Secure or store articles, which may act as missiles indoors.
    - b. Buses should not operate. Transportation personnel should be instructed in tornado procedures. If a driver sees a tornado approaching, he/she should:
      1. Drive away from the tornado’s path at right angles, if possible.
      2. Evacuate the bus and take shelter in a pre-designated building or other substantial buildings along the route.
      3. Evacuate the bus and direct students to a ditch or hollow and have them lie down, hands over head. Keep students far enough from the bus so it cannot be turned over on them. (Be careful of flooding).
    - c. If there is sufficient time to take shelter:
      1. Evacuate room quickly, quietly and orderly.
      2. Check restrooms or nearby vacant rooms for students, staff or visitors.
      3. Take personal belongings only if they are at a desk and will provide extra protection (large books, notebooks, or coats may be held over head and shoulders).
      4. Professors should take roll book and take attendance.
      5. Once in a shelter, report missing students. (Directors and principal administrators should take a similar accounting of staff members.)
      6. Take position for greatest safety by crouching on knees, head down with hands locked at back of neck.
      7. All staff, faculty, administrators, and students should know the “symptoms” of severe thunderstorms and tornadoes.
      8. Selected University employees and responsible students should be trained as “severe weather watchers” or tornado spotters. These people should also be trained in the use of the University’s warning and communication system.
      9. With the assistance of authorities, determine and designate the best tornado shelter areas in each building.
        - a. In multi-storied buildings:
          1. Use identified fallout shelters.
          2. Use basement.
          3. Use first floor interior hallways.
          4. Use restrooms or other enclosed small areas away from large glass areas of large open rooms.
          5. If hallways are not suitable, use the inside wall of a room or rooms opposite side of the corridor from which the storm is approaching.
    - d. In one-story buildings:
      1. Use identified fallout shelters.
      2. Use basement.
      3. Use first floor interior hallways.
      4. Use restrooms or other enclosed small areas away from large glass areas of large open rooms.
      5. If hallways are not suitable, use the inside wall of a room or rooms opposite side of the corridor from which the storm is approaching.
- END ROOMS GENERALLY SHOULD NOT BE USED.

- e. In either one, or multi-storied buildings, restrooms are usually suitable for small groups, especially if the room is centrally located.
- f. Auditoriums, gymnasiums, cafeterias, or other large rooms are least suitable as shelters. Free-span roofs will usually be blown away from this type of room and the walls may collapse.
- g. Rooms with large glass areas should not be used for shelters.
- h. Diagram the building and determine which areas to use as shelters and the quickest way to get there.
  - 1. Check space available and number of persons who will use the areas; i.e., match people with space. Tornado drills will help decide how many rows of students you can place in protective area.
  - 2. Post the tornado shelter plan appropriate to office areas.
  - 3. Post in each room the location of tornado shelters to be used by persons in that room and the route to get there.
  - 4. Provide a copy of this information to the Campus Emergency Response Team Coordinator.
- i. Bus/Van Transportation
  - 1. Never attempt to out run a tornado.
  - 2. If time permits, get passengers to a well-constructed building.
  - 3. Move them into the interior, basement, or low-lying area (preferably without water). Stop bus downwind and unload passengers in the selected area with safe position with their hands over the head.

## 16. UNIVERSITY INCLEMENT WEATHER CLOSING

### **PURPOSE**

The purpose of this document is to outline the plan, decision making, and procedure related to opening late, dismissing early, or closing the university altogether due to inclement weather.

### **POLICY**

The final decision related to emergency closings will be made by the President or, in his/her absence, the Provost and Executive Vice President (PEVP). The PEVP will be assisted by the Director of Public Relations (DPR) and the Vice President for Student Affairs (VPSA) and three of them shall be considered the Inclement Weather Team. Information related to classes convening and/or staff reporting to work will be placed with local television and radio stations, and will be posted on the intranet (Exchange and MyTSU), the web ([www.tnstate.edu](http://www.tnstate.edu) homepage), the weather line (extension 5059), and with the university operators. Because of the limited number of incoming lines and the potential of congestion that could cause delays in service, the weather line and university operators should be used only as a last resort to obtain information on closings.

If classes are canceled, the announcement will apply to all classes on both campuses, whether credit or non-credit. Offices at the university will be considered open unless it is specifically announced that all offices will be closed or will be opening late. If such a decision is made overnight, it will be announced by 6:00 a.m. the following morning on the outlets outlined above.

### **PROCEDURE**

At no later than 4:30 a.m., the PEVP will begin gathering the latest available information by contacting local media sources for weather information as well as other local institutions (such as Nashville State Technical Community College, Fisk University, Meharry Medical College, Metro Nashville Public School System, etc.), to determine their plans. The PEVP will then contact the two other Inclement Weather Team members no later than 5:00 a.m. The VPSA will have information from the Tennessee State University Police Department (TSUPD) regarding campus conditions to add to the information referenced above that has been collected by the PEVP, and the Team will develop two recommendations based on all information available — one related to classes convening and the other related to staff reporting to work. The PEVP will then brief the President via telephone by 5:30 a.m. with the Team's recommendations for morning classes/staff.

Decisions regarding evening classes/staff will be identical to the morning process. The PEVP will gather information no later than 1:00 p.m., convene the Team no later than 1:30 p.m., and call the President no later than 2:00 p.m.

*Early dismissal* due to inclement weather will be decided on a case-by-case basis and the Inclement Weather Team will evaluate conditions and make recommendations as far in advance as possible.

The PEVP will communicate the President's decisions related to closing to the DPR, who will in turn communicate via fax to the local media. He/she will also contact the employee responsible for mass e-mail and the website in Communication and Information Technologies and that employee will post the information on Exchange, MyTSU, and the university's homepage. The DPR will update the message on the university's weather line and will notify the university's telephone operators so that they can

relay current information. He/she will also contact neighboring institutions to offer support/assistance as appropriate.

The VPSA will communicate the decision to the Chief of TSUPD, Assistant Vice President for Facilities Management (AVPFM), Vice President for Technology and Administrative Services (VPTAS), the Director of Residence Life, and the Director of Health Services. TSUPD will open and/or close facilities as needed. Residence Life will communicate to TSUPD, Facilities Management, etc., what space is available in residence halls for essential staff or staff unable to leave campus.

The AVPFM will activate the inclement weather/emergency operation plan as needed and give priority to: (1) clearing pathways between residence halls and dining facilities, (2) key areas such as the steps to Hale Hall, and (3) parking and roads.

The PEVP will communicate the President's decision to Deans and to the Associate Vice President for Academic Affairs who is responsible for the Avon Williams campus. These administrators will in turn disseminate information to Department Heads, faculty, staff, and students.

The VPTAS will ensure that the web/e-mail/operator responsibilities outlined above have been accomplished. He/she will also ensure that food services are available to residential students on an uninterrupted basis, the bookstore is operating if the university is open, and that the Director of Human Resources posts administrative leave information (TBR Policy 5-01-01-11) on Exchange as early as possible. He/she should also communicate all changes that are applicable (e.g., using the Sports Zone or community rooms as meal locations if vans are unable to transport students in the apartments to the campus center).

## H. DISASTER RESOURCES

1. Local law enforcement agencies: dial 911 or 862-8600
2. Local fire department and paramedic units: dial 911 or 862-8585
3. TEMA: Tennessee Emergency Management Agency: dial 1-800-262-3300 or (615) 741-0001
4. MEMA: Metro (Davidson County) Emergency Management Agency: dial (615) 862-8530
5. Local ambulance services: dial 862-8585 or 911
6. County Health Department and State Health: 327-9313
7. Local Hospitals:

Baptist	329-5555
St. Thomas	386-2111
Vanderbilt	322-5000
Meharry/General	341-4000
Centennial	342-1000
Skyline	769-2000
8. American Red Cross: 327-1931
9. Salvation Army: 242-0411
10. State Office of Emergency Services; 367-6278
11. State Law Enforcement Mutual Aid System: 862-8600
12. Local County Board of Supervisors: 736-5459
13. State Governor's Office: 741-2001
14. Local television and radio stations:

WTVF (Channel 5):	244-5000
WSMV (Channel 4):	749-2244
WKRN (Channel 2):	248-7222
WSM-FM (95.5):	889-6595
WLAC- AM/FM (105.9):	256-0555
WSIX- AM/FM (98):	664-2400
WQQK-FM (92-Q):	737-9292
15. Tennessee Board of Regents (TBR): 366-0400
16. Risk Management: 741-9972/241-2314
17. Davidson County School: 259-4636
18. Metro Transit Authority: 862-5959
19. Metro Public Works: 862-8706



20. Funeral Homes:

West Harpeth Funeral Home  
6962 Charlotte Pike  
Nashville, TN  
(615)352-9400

Gardner Memorial Funeral Home  
2303 Buchanan St.  
Nashville, TN  
(615)255-1338

Lewis & Wright Funeral Home  
2500 Clarksville Pike  
Nashville, TN  
(615)255-2371

Buena Vista Funeral Home Incorporated  
3634 Clarksville Pike  
Nashville, TN  
(615)254-2371

Johnsons House of Atena Funeral Home  
1107 Buchanan ST  
Nashville, TN  
(615) 254-3472

21. Metro Water: (615) 862-4745

22. NES: (615)747-3318, (615)747-3282, (615)747-3763, (615)330-7346 CELL

23. Nashville Gas: 734-1850

24. Natural Gas (Atmos Energy): (615)595-2878

25. Transportation Gas(Fuel Man): 1-800-877-0800

26. Fire-water-clean-up (Serve Pro) 1-800-737-8776

27. Fire-water-restoration (Belfore) 615-289-8757

## I. Local Institutions of Higher Learning

	<b>Campus Police</b>	<b>Facilities Management</b>	<b>President</b>	<b>Public Relations</b>
<b>Fisk University</b>				
Contact	Jacquelyn Bumpas	Norman Rapp	Hazel O'Leary	Alicia Gibbs
Phone	329-8777	329-8848	329-8555	329-8775
Email	jbumpas@fisk.edu	nrapp@fisk.edu	srucker@fisk.edu	agibbs@fisk.edu
<b>Meharry College</b>				
Contact	Richard Briggance	George Kelly	Wayne Riley	Janet Caldwell
Phone	327-6254	327-6800	327-6904	327-6282
Email	rbriggance@mmc.edu	gkelly@mmc.edu	wjriley@mmc.edu	jcaldwell@mmc.edu
<b>Baptist Bible College</b>				
Contact	Sandy Goodfellow	Sandy Goodfellow	Rev. J. Matthew Pinson	Jack Williams
Phone	844-5280	844-5280	844-5248	844-5290
Email	alex@fwbc.edu	alex@fwbc.edu	president@fwbc.edu	jack@fwbc.edu
<b>Nashville State Tech (TBR)</b>				
Contact	G. Derrek Sheucraft	Jim Dawson	Dr. Van Allen	Brent Young
Phone	615-353-3272	615-353-3275	615-353-3236	615-353-3604
Email	derrek.sheucraft@nsc.edu	jim.dawson@nsc.edu	Cell: 615-945-6838 judy.cook@nsc.edu	brent.young@nsc.edu
<b>Vanderbilt University</b>				
Contact	Marlon Lynch	Mark Petty	Gordon Gee	Michael Schoenfeld
Phone	615-322-2745	615-322-2622	615-322-1813	615-322-7651
Email	marlon.c.lynych@Vanderbilt.Edu	mark.a.petty@Vanderbilt.Edu	Gordon.Gee@Vanderbilt.Edu	michael.schoenfeld@Vanderbilt.Edu
<b>Vol State College (TBR)</b>				
Contact	Rogan, William	Forrest, Sandy	Dr. Nichols	Kenyatta Lovett
Phone	230-3596	230-3600	615-230-3500	615.230.3573
Email	William.Rogan@volstate.edu	Sandy.Forrest@volstate.edu	Cell: 615-364-8869 Warren.Nichols@volstate.edu	ken.lovett@volstate.edu
<b>Austin Peay State University (TBR)</b>				
Contact	BILES, LANTZ	Ballen, Manny	Dr. Hoppe	Dennie B. Burke
Phone	931-221-7707	931-221-6330	931-221-7566	(931) 221-7459
Email	BILES@apsu.edu	ballenm@apsu.edu	Cell: 931-216-0489 hoppes@apsu.edu	burked@apsu.edu
<b>Middle TN. State University (TBR)</b>				
Contact	Buddy Peaster	David Gray	Dr. McPhee	Tom Tozer
Phone	615 898-2424	615 904-8021	615-898-2622	615-898-5131
Email	cpeaster@mtsu.edu	dgray@mtsu.edu	Cell: 615-708-9316 smcphee@mtsu.edu	ttozer@mtsu.edu
<b>Belmont University</b>				
Contact	James L. Ruffin	Fred Thompson	Dr. Robert Fisher	Greg Pillon
Phone	460-6617	460-6670	460-6783	460-6645
Email	whitet@mail.belmont.edu	thompsonf@mail.belmont.edu	fisherr@mail.belmont.edu	Pillong@mail.belmont.edu
<b>David Lipscomb</b>				
Contact	Patrick Cameron	Don Johnson	Dr. Randolph Lowry	Walt Leaver
Phone	(615) 966-7600	(615)269-1820	615-966-6194	615.966.6609
Email	patrick.cameron@lipscomb.edu	facilities@lipscomb.edu	fay.jenkins@lipscomb.edu	teresa.buck@lipscomb.edu

## **J. APPENDIX**

### Influenza Pandemic Plan