



# Campus Preparedness Guide

Prepared by the Office of Emergency Management

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# Office of Emergency Management

The Tennessee State University Office of Emergency Management (OEM) is empowered by the University and other local and state agencies to protect the campus community from disasters and emergencies. The TSU-OEM coordinates and plans alongside other local, state, and federal emergency managers and responders for mutual aid, training programs, disaster mitigation, response and recovery efforts, and overall University and community preparedness.

## Encouraging Preparedness

Tennessee State University's OEM is responsible for the coordination of private, local, state, and federal agencies and authorities to provide adequate planning and training to ensure the safety and welfare of the University.

Our Mission is to direct and coordinate all available resources to protect the life and property of Tennessee State University, in the event of a disaster or crisis, through a collaborative program of prevention, preparedness, response, recovery, and education.

## Helpful Resources

Visit the Office of Emergency Management website for helpful resources. OEM website provides emergency system sign-up, helpful safety videos, and more to enable individuals to best prepare for an emergency.

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# Introduction: Emergency Management at Tennessee State University

It is critically important that Tennessee State University is prepared for any emergency situation that threatens the well-being of our greater community. Preparation requires the planning and teamwork of internal and external stakeholders, effective communications, and an environment of continuous improvement, along with supporting and knowledgeable leadership in preparing and responding to all emergency events.

The University has an Emergency Operation Plan to provide general guidance, organizational structure and specific direction on preparedness and response activities intended to preserve life and protect property in the event of an emergency. This plan organizes a command structure to integrate and coordinate TSU and external services and resources in order to provide the most effective response and recovery to an emergency.

It is vitally important that the University community operates within the command structure in order to prioritize and deliver services and resources for the greater good; we must work within the command structure so that services and resources are provided to affected areas in a timely and efficient manner. Individuals, departments, and facilities shall not attempt to allocate emergency services or resources without the knowledge and permission of the Incident Command Post (ICP) or the University's Emergency Operations Center (EOC). Although in need of these services and resources, we must be patient and allow the University's Emergency Operations Center to organize these efforts for the overall benefit and accountability of the University.

## Overview

Visitors, students, staff, and faculty must take appropriate and deliberate action when emergencies occur in or near University facilities or the campus. Careful planning, with an emphasis on safety, can help the University handle crises and emergencies with suitable responses that may save lives or lessen the severity of the incident. Supervisors are responsible for ensuring all employees are familiar with and are able to follow this Building Preparedness Plan (BPP). Where appropriate, staff members may be assigned emergency response duties to assist during an emergency.

Follow these important steps when there is an emergency:

- Confirm the report of an emergency and evaluate its conditions
- Report the incident immediately to the TSU Police Department
- Follow instructions from the emergency first responders

The Building Preparedness Plan is an adjunct to the Tennessee State University Emergency Operation Plan. The primary goals of our Building Preparedness Plan are:

- To protect lives and property
- To prevent or minimize the impact of emergencies and to maximize an effective response from the campus community
- To provide for the continuity of University or area operations

### **Emergency Occurrence after Hours**

There is a significant chance an emergency may occur outside regular Tennessee State University office hours. While the structure of this plan remains the same, its implementation may vary depending upon available resources and manpower. Until that time, the individual(s) assuming the most responsibility should attempt to follow the guidelines of the plan while making the appropriate notifications.

## **Preparing for Emergencies**

Training and practice are vital to the success of this preparedness plan and to be properly prepared during an emergency. Supervisors must review this plan with each employee when they are assigned a job within this plan, if their responsibilities change and when the plan changes. Staff members are also encouraged to train and practice responding to different types of emergency events. Listed below are types of training that can be utilized to better prepare staff members.

**Seminar** - Is an informal discussion-based exercise used to teach or orientate to new or existing plans, policies or procedures.

**Workshop** - Is a formal discussion-based exercise used to develop new processes and procedures through coordinated activities, obtain consensus and collect or share information.

**Tabletop Exercise** - Involves key personnel in an informal group discussion centered on a hypothetical scenario with the goal to identify strengths and weaknesses, and test existing plans and procedures.

**Drill** - Is a supervised activity that tests a specific operation or function of a single agency or department. Drills test existing or new procedures, practice and maintain skills and prepare for more complex exercises.

**Functional Exercise** - Is a single or multi-agency activity designed to evaluate capabilities and multiple functions using a simulated response. Functional exercises help to evaluate management of emergency operations centers and command posts, and assess the adequacy of response plans and resources.

**Full-Scale Exercise** - Is a multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. A full-scale exercise is intended to assess plans and procedures, and evaluate coordinated responses under crisis conditions.

Contact the Office of Emergency Management at 615-963-1489 for help with conducting or participating in training.

If a training session is conducted, notify the office, in order to keep an accurate record with the Office of Emergency Management.

Email: [oem@tnstate.edu](mailto:oem@tnstate.edu)

## Reporting an Emergency or Crime

### Tennessee State University Police and Metro Nashville Police

In the event that the student, faculty or staff member needs assistance, they should call TSU Police Department at 615-963-5171 (only dial the last 4 digits from campus phone)

#### **The caller should provide TSUPD with the following information:**

- The TSUPD Dispatcher will ask you for the **location** of the incident. Provide them with information so that first responders can locate the area quickly.
- The TSUPD Dispatcher will ask you questions, such as:
  - ❖ What is the emergency type?
    - Medical, Violence, Disruption
    - The number of people involved any weapons, etc.
    - Any injuries
    - Description of suspect(s)
    - Direction of travel of suspects
- When prompted, provide dispatcher with as much information about emergency as possible
- If the TSUPD Dispatcher gives you instructions, follow them to the best of your ability

#### **Audible Alarms**

If staff members hear an alarm, they will immediately contact TSU Police Department and notify them of the location of the alarm and provide them with any information that will help officers respond. If an alarm is activated accidentally, staff members will contact the police and notify them of the error.

# Campus Emergency Mass Notification

The University employs several systems that may be activated during emergency conditions. Some of these systems are under the express control of the Tennessee State University Emergency Management Department. Others have dual activation control with University Communications and Media Relations. There are a number of conditions that may necessitate alerting the University community. These could include occurrences of certain crimes, tornado warnings, evacuations, acts of violence, and searches for wanted or missing people. Except for tornado sirens, if an emergency system is activated, an “all clear” message should be broadcast after the emergency condition has subsided.

## **University Mass Notification System**

Some buildings may utilize building speaker systems to make voice announcements in University facilities. For those facilities that don’t have a speaker system, they may be notified via phone, text, and email alert through the emergency notification system.

## **Tornado Sirens**

The University has several tornado sirens located around and near campus that will sound in the event of tornado warnings.

Tornado Siren Activation:

- Sirens are sounded for 9 minutes. If the hazardous condition still exists after 20 minutes, the sirens are activated for another 9 minutes. This will continue until the hazardous condition is over.

Siren Testing:

- Monthly Tests are conducted on the first Wednesday of every month at 12:00pm
- During tornado awareness month, a test is performed at the designated time for the statewide test
- Repair Tests last for only a few seconds at a time and involve only the affected siren

## **Tiger ALERTS**

Tiger ALERTS is Tennessee State’s official emergency text notification system to alert subscribers of critical information. Tiger ALERTS expands the University's ability to send critical news and information to the University community during campus emergencies. TSU Police Department and the Office of Emergency Management have dual activation control. During a campus emergency situation, Tiger ALERTS can send a text message, email, and phone call delivering critical information.

## **Mass Email; TNState.edu**

TSU has the ability to send out mass emails and make changes to the University website to provide updated information during emergency conditions. Emails are sent to all active University emails for faculty, staff, and students. Website changes include posting an emergency banner and the placement of announcements describing the emergency condition, instructions and updates.

# Definitions and Responsibilities

## **Emergency Coordinator (EC)**

The EC is the person responsible for assuming control and coordination of resources for a facility due to an emergency event in order to protect human life and University property. The EC responsibilities include, but are not limited to:

- Coordinating evacuation, sheltering-in-place, lockdown
- Coordination of the ERT
- Coordination of staff members during a threat or hazard
- Liaison with TSU Police Department and first responders
- Liaison with University administrators

## **Emergency Response Team (ERT)**

The ERT is a team of people organized, trained and equipped to help during an emergency event. They are led by an EC and are able to help evacuate, shelter or lockdown the facility. ERT members are selected based upon their ability to act under stressful conditions, communication skills and ability to react effectively to conditions that emergency events create.

Responders: Predetermined staff members who will actively help with emergency actions during an emergency event.

Resource Members: Staff members who will help the EC with coordinating emergency actions and have the ability and knowledge to obtain resources when dealing with an emergency event.

## **Emergency Actions**

Emergency actions include:

- Evacuation
- Shelter-in-place
- Lockdown
- Any other actions to protect life and University property

## **Staff Members**

Staff members are comprised of University employees (faculty, staff, and possibly students). Staff members are responsible for knowing their responsibilities during an emergency event which are explained in the Building Preparedness Plan.



# Threat & Hazard Plans

## TSU Emergency Response Procedures based on Emergency Type.

1. Evacuation Maps are located near stairwells, elevators, and throughout each floor of every building on the TSU Main Campus & Avon Williams Center.
2. ON-CAMPUS EMERGENCIES, DIAL 615-963-5171 (only dial the last 4 digits from campus phone)
3. OFF-CAMPUS EMERGENCIES, DIAL 911 (9-911 if using campus telephone system)
4. IN ALL CASES OF FIRE, TSU POLICE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!

## FIRE

When the building evacuation alarm is sounded:

1. Walk to the nearest marked exit and ask others to do the same.
2. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**  
\*\*\* Remember that elevators are reserved for handicapped persons.
3. **DO NOT USE THE ELEVATOR IN CASE OF FIRE.**
4. Stay near the floor where the air is less toxic from smoke (it is the greatest danger in a fire).  
**DO NOT PANIC!**
5. 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.
6. If requested, assist emergency crews as necessary.
7. A Campus Emergency Command Post may be set up near the disaster site.
8. 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.

**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 college or department's designated campus area assembly point. Stay there until an accurate head count is taken. The Building Manager will take attendance and assist in the accounting for all building occupants.

## 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 emergency help is necessary, call TSU Police Department at 615-963-5171 (only dial the last 4 digits from campus phone) be prepared for aftershocks.
5. Damaged facilities should be reported to Facilities Management at 615-963-5671 or TSU Police Department at 615-963-5171 (only dial the last 4 digits from campus phone).
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 others to do the same.
8. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!**  
\*\*\*Remember that elevators are reserved for handicapped persons.
9. **DO NOT USE THE ELEVATOR IN CASE OF FIRE. DO NOT PANIC!**
10. 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.
11. If requested, assist emergency crews as necessary.
12. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
13. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

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

## TORNADO PREPAREDNESS AND RESPONSE

1. **During a “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.
  
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.
  - c. Transportation personnel should be instructed in tornado procedures.
  - d. If a driver sees a tornado approaching, he/she should:
    - i. Drive away from the tornado’s path at right angles, if possible.
    - ii. Evacuate the bus and take shelter in a pre-designated building or other substantial buildings along the route.
    - iii. 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.)
  - e. If there is sufficient time to take shelter:
    - i. Evacuate room quickly, quietly, and orderly.
    - ii. Check restrooms or nearby vacant rooms for students, staff, or visitors.
    - iii. 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).
    - iv. Professors should take roll book and take attendance.
    - v. Once in a shelter, report missing students. (Directors and principal administrators should take a similar accounting of staff members.)

Take position for greatest safety by crouching on knees, head down with hands locked at back of neck. All staff, faculty, administrators, and students should know the “symptoms” of severe thunderstorms and tornadoes.
    - vi. Select 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.
    - vii. With the assistance of authorities, determine and designate the best tornado shelter areas in each building.
    - viii. In multi-storied buildings:
      - Use identified fallout shelters.
      - Use basement.
      - Use first floor interior hallways.
      - Use restrooms or other enclosed small areas away from large glass areas of large open rooms.
      - 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.
    - i. In one-story buildings:
      - Use identified fallout shelters.
      - Use basement.
      - Use first floor interior hallways.
      - Use restrooms or other enclosed small areas away from large glass areas of large open rooms.



- 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.**
- x. In either one, or multi-storied buildings, restrooms are usually suitable for small groups, especially if the room is centrally located.

## MEDICAL AND FIRST AID

CALL THE TSU POLICE DEPARTMENT IF YOU NEED ASSISTANCE

**Campus Health Center** – 615-963-5291 (only dial the last 4 digits from campus phone)

**TSU Police Department** – 615-963-5171 (only dial the last 4 digits from campus phone)

**Emergency Medical Service (EMS)** – 911 (9-911 if using a University phone)

1. If serious injury or illness occurs on campus, dial 615-963-5171 **IMMEDIATELY**.
  - a. Give your name
  - b. Describe the nature and severity of the medical problem
  - c. Identify 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, trained personnel should quickly perform the following steps:

### **DO NOT MOVE THE VICTIM.**

- a. Keep the victim still and comfortable.
  - 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 TSU Office of Emergency Management or local Red Cross.

**IMPORTANT:** The procedures above should be implemented after calling 911 for EMS to handle. TSU Police Department will advise as to what approach should be taken until the EMS arrives. Only trained personnel should provide first aid treatment, i.e., first aid and CPR.

## CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material is to be reported **IMMEDIATELY** to the TSU Campus Police at 615-963-5171 and Facilities Management Department at 615-963-5671.
2. When reporting the incident, be specific about the nature of the involved material and the exact location. TSU Police Department 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 TSU Police Department 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 TSU Police Department. 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.
8. **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).
10. Keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
11. If requested, assist emergency crews as necessary.
12. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.

**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 Building Manager will take attendance and assist in the accounting for all building occupants.

## **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 TSU Police Department at 615-963-5171.
  - a. **CLEARLY** state that you need immediate assistance.
  - b. Give your name, location, and the area involved.



## VIOLENT OR CRIMINAL BEHAVIOR

**IN AN EMERGENCY DIAL 615-963-5171**, TSU Police Department is located in the Queen Washington Building and provides you with 24-hour help and protection. This service is provided seven days a week on a year-round basis.

**ON-CAMPUS EMERGENCIES DIAL 615-963-5171; 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 TSU Police Department at 615-963-5171 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, and
  - d. Description of property involved.
5. If you observe a criminal act, or whenever you observe a suspicious person on campus, immediately notify TSU Police Department and report the incident.
6. Assist the officers when they arrive by supplying them with additional information and ask others to cooperate.
7. 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.
8. 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.
  - d. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
  - e. Try to rest. Avoid speculations. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
  - f. Be observant. You may be released or be able to escape. The personal safety of others may depend on your memory.
  - g. 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 Building Manager will take attendance and assist in the accounting for all building occupants.

## CLASSROOM DISRUPTION

### Before:

1. Class order and discipline are the responsibility of the instructor insofar as possible
2. Under no circumstance is a faculty or staff member expected to take physical action to control a disturbance
3. Faculty and staff members should also make every effort to discourage students from taking physical action against disrupters
4. Faculty and staff members will familiarize themselves with University policies concerning disruptive behavior
5. Faculty and staff members will familiarize themselves with University reporting mechanisms for dealing with disruptive behavior

### During:

If a disruptive student is encountered, the instructor or staff member should:

1. The instructor/staff should ask student(s) causing the disruption to cease and desist. Identification of the student(s) involved should be attempted.
2. The instructor/staff should notify the disrupter(s) of possible suspension and/or dismissal from the class and of further possible actions of the Administrative Code.
3. If disruption does not cease, the instructor should order the disrupter(s) out of the classroom and inform those involved that failure to do so will subject the disrupter(s) to student conduct sanction and/or criminal arrest.
4. If the disruption continues, the Tennessee State University Police should be immediately notified to resolve the immediate problem.
5. The instructor should not dismiss the class unless there is reason to believe that physical harm to person(s) or property is possible, or unless by allowing the students to remain, the disruption would increase.
6. The instructor should subsequently notify the chairperson and/or dean of the incident to coordinate and facilitate the referral of the student to the Office of Student Conduct & Judicial Affairs.

### After:

1. Consider discussing the student's behavior with the Dean of Students at (615) 963-2154
2. Consider reporting the student's behavior or other need through the Red Flag System



## CIVIL DISTURBANCE OR DEMONSTRATIONS

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 exist 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, TSU Police Department should be notified and will be responsible for informing the President and deans. Depending on the nature of the contracting demonstration, the appropriate procedures listed below should be followed:

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

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

### 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 their 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 Chief of TSU Police Department, 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 TSU Police Department, the remaining demonstrators will be warned of the intention to arrest.

## UTILITY FAILURE

1. In the event of a major utility failure during regular work hours (8:00 a.m. through 4:30 p.m., Monday through Friday) **IMMEDIATELY** notify Facilities Management at 615-963-5671.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify TSU Police Department at 615-963-5171.
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.
6. **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. **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 Building Manager will take attendance and assist in the accounting for all building occupants.



## 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 TSU Police Department. 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 615-963-5671. If necessary, evacuate the area. After regular business hours, contact TSU Police Department at 615-963-5171.

### SERIOUS GAS LEAK:

Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Remember electrical arcing can trigger an explosion! Notify TSU Police Department at ext. 5171 and/or Facilities Management at 615-963-5171.

### STEAM LINE FAILURE:

IMMEDIATELY notify the TSU Police Department at 615-963-5171 or Facilities Management at 615-963-5671 and, if necessary, evacuate the area.

### VENTILATION PROBLEM:

If smoke odors come from the ventilation system, IMMEDIATELY notify the TSU Police Department at 615-963-5171 or Facilities Management at 615-963-5671 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 Building Manager will take attendance and assist in the accounting for all building occupants.





## BOMB THREAT

If you observe a suspicious object or potential bomb on campus: **DO NOT HANDLE THE OBJECT!** Clear the area immediately and call TSU Police Department at 615-963-5171 (only dial the last 4 digits from campus phone).

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?
  - f. Keep talking to the caller as long as possible and record the following information (see bomb threat report form)
    - i. Time of call
    - ii. Age and sex of the caller
    - iii. Speech pattern: accent, possible nationality, etc.
    - iv. Emotional state of caller
    - v. Background noise

2. **IMMEDIATELY** notify the TSU Police Department at 615-963-5171 of the incident.

3. TSU 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 Emergency Management. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets, or turn lights on or off.

4. If an emergency exists, **ACTIVATE** the building alarm.

**CAUTION:** The building alarm rings only in some of the buildings; you must **ALSO** report the emergency by telephone.

5. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

6. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that elevators are reserved for handicapped persons.

7. **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 Building Manager will take attendance and assist in the accounting for all building occupants.



**FOLLOW US @TSUOEM**



**BOMB THREAT REPORT FORM**

Date call received: \_\_\_/\_\_\_/\_\_\_\_\_ Time call received: \_\_\_:\_\_\_

 Male:  Female: Young:  Middle-aged:  Older:

Tone of voice:

Accent:

Exact words of person placing call:

Background Noise

Questions to ask:

When is the bomb going to explode?

Is the voice familiar:

Remarks:

Where is the bomb right now?

What kind of bomb is it?

What does it look like?

Why did you place the bomb?

Person receiving/monitoring call:

Department:

Telephone Extension:

Home Address:



## EXPLOSION, AIRCRAFT DOWN (CRASH)

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 TSU Police Department at 615-963-5171. 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.
6. **DO NOT USE THE ELEVATOR IN CASE OF FIRE. 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.

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

## CAMPUS MEDIA RELATIONS

Call the Office of Public Relations and Communications at 615-963-5331 if you need assistance.

**ON-CAMPUS EMERGENCIES DIAL 615-963-5171** (only dial the last 4 digits from campus phone)

**OFF-CAMPUS EMERGENCIES DIAL 911**

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

1. Only authorized spokespersons (University Public Relations official) may provide information.
2. Only factual information is released; no speculation is to be offered.

**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 Cabinet level administrators along with the Public Relations and Communication official 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, the Cabinet, Public Relations and Communications officials, and any other needed persons shall confer and decide on the appropriate action.
4. All calls from the media are referred to the Office of Public Relations and Communications at 615-963-5331.







# TENNESSEE STATE UNIVERSITY

## ACTIVE SHOOTER RESPONSE

LEARN HOW TO SURVIVE A SHOOTING EVENT



**RUN**



**HIDE**



**FIGHT**

**CALL 615-963-5171 ONLY WHEN IT'S SAFE TO DO SO**

### HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

#### 1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

#### 2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

#### 3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

### HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets, cell phones)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

if you  
**SEE** something  
**SAY** something™

**We all play a role** in keeping our campus safe.



# WHEN SEVERE WEATHER STRIKES



Stay Connected  
**TSUOEM**  
For Updates



**Tornado Watch:** Tornadoes are possible in your area. Remain alert for approaching storms. Know what counties are in the watch area by listening to NOAA Weather Radio or your local radio/television outlets.

**Tornado Warning:** A tornado has been sighted or indicated by weather radar.

**Severe Thunderstorm Warning:** Issued when severe weather has been reported by spotters or indicated by radar.



## WEATHER THE STORM SAFELY



Unplug appliances and electronics in advance of storms to protect them from power surges.



Use battery-powered lanterns and flashlights instead of candles, which can start a fire.



Do not operate generators or other outdoor appliances inside of your dorm room.



Keep important campus phone numbers handy to alert TSU staff of any power outage on campus.

## MAKE SURE YOU'RE FAMILIAR WITH THESE IMPORTANT SAFETY TIPS

### DO



Use caution around flooded areas. Submerged outlets or electrical cords can pose a lethal trap.



Seek shelter in a building that has four solid walls. Report any lightning strikes to a building, structure, or tree to Campus Safety.

### DON'T



Never go close to downed power lines or any standing water near them.



Don't try to outrun a storm. Don't stand near windows or other glass objects. Don't ignore weather sirens.



# Be prepared! In a fire, seconds count.



Stay Connected  
**TSUOEM**  
For Updates

## know your way out

Get out as quickly and safely as possible. Each member of your family should know two ways to get out of every room in the home.



## leave immediately

Do not take time to try and save belongings. Get Out!



## meet at your designated place

Once you are out of the house, meet at your family's designated meeting place a safe distance away from the fire (a neighbor's house, a tree or a mailbox). Once out of the house, do not reenter the house for any reason.



### EXIT THE AREA IMMEDIATELY

Close all doors as you leave, taking keys and medications with you if possible. **DO NOT** delay evacuation to retrieve these items.

Activate the closest fire alarm pull station along your evacuation route.

Notify others as you leave.

Call campus police at (615) 963-5171 and report the emergency after you are out of the building and safe.

If the fire is small enough, you may attempt to extinguish it with a portable fire extinguisher, **ONLY IF:**

- The fire alarm pull station has been activated
- 911 has been notified
- You are properly trained

If leaving a room, feel the door with the back of your hand before opening it. Do not open any door that feels hot.

If smoke is present, stay low. The best quality air is near the floor.

Always use the stairs to exit upper floors.

**DO NOT** use the elevator.

Once the building is evacuated, do not re-enter it for any reason. Return to the building **ONLY** when instructed to do so by emergency responders or administrators.

**DO NOT** return for personal belongings.

Direct and assist visitors and persons with disabilities who appear to need direction or assistance.

Notify the Office of Emergency Management at (615) 963-1489 that a fire has occurred **AFTER** you exit the building.

### IF YOU ARE TRAPPED AND CANNOT EVACUATE

Close any doors between you and the fire.

If available, wedge wet towels or cloth materials along the bottom of the door to keep out smoke.

Call 911 and notify the dispatcher of your location.

Remain on the phone with the 911 dispatcher as long as possible.

Break a window only as a last resort, such as needing oxygen to breathe.

Use caution when breaking any window.

### RESPONSE TO FIRE ALARMS

If the alarm sounds and/ or emergency strobes begin to blink, evacuate immediately.

**NEVER** assume that a fire alarm is a false alarm.



## Focus on Fire Prevention.



# WINTER WEATHER TIPS



TENNESSEE STATE UNIVERSITY

## WHAT TO DO

- Stay indoors during extreme lows, if possible.
- Walk carefully on snowy, icy sidewalks.
- Keep dry, and change wet clothing frequently to prevent a loss of body heat.
- Watch for signs of frostbite and hypothermia; if signs are seen, seek help immediately.
- Drive only if it is absolutely necessary. If you must drive, keep others informed of your travel plans.

**Winter storm watch** means that severe winter weather conditions may affect the area.

**Winter storm warning** means that severe weather (freezing rain, sleet or heavy snow) is about to occur.

When campus is closed due to winter weather, an alert will be sent out via the TSU emergency notification system. Local media outlets may also be notified.



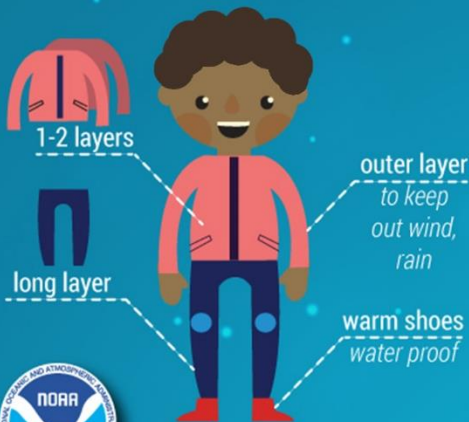
Stay Connected  
**TSUOEM**  
For Updates

## DRESSING FOR COLD WEATHER



adding layers will help keep you warm as the temperature drops

### CHILLY



### COLD



### EXTREME COLD



[weather.gov/safety](http://weather.gov/safety)



# **NEED TRAINING?** **OUR OFFICE CAN FACILITATE**



**Adult and Pediatric First Aid/CPR/AED  
Certification Courses**



**FOR MORE INFO CONTACT:**  
***Tennessee State University***  
***Office of Emergency Management***  
**615-963-1489**  
***oem@tnstate.edu***







# AUGUST

**WE'LL SEE YOU THERE!**  
OFFICE OF EMERGENCY MANAGEMENT

FREE CAMPUS EVENT



# EMERGENCY RESPONSE GUIDE



**FIRE**

**EVACUATE BUILDING**

- Give directions to meet at designated evacuation location
- Pull fire alarm if possible
- Contact Campus Police at (615) 963-5171 or call 911
- Shut off lights and close doors
- Use fire extinguisher if possible
- Remain low if encountering smoke
- Use stairs, not elevators



**SEVERE WEATHER**

**MOVE TO A SAFE LOCATION**

- Give directions to meet at designated shelter area
- Shut off lights and close doors
- Look for severe weather shelter area signs in your building
- Go to shelter area/interior hallway or restroom and stay away from windows
- Remain in shelter until its safe



**URGENT SITUATION**

**CONTACT EMERGENCY SERVICES**

- Contact Campus Police at (615) 963-5171 or call 911
- State who, what, where, when, why and how the situation occurred
  - Medical emergency
  - Suspicious package
  - Suspicious activity
  - Suspicious person
  - Bomb threat
- If bomb threat, turn off all electronics
- If medical situation, locate nearest Automated External Defibrillator (AED) and follow instructions



**VIOLENT INCIDENT**

**RUN | HIDE | FIGHT**

- RUN**
- Pay attention to your surroundings
  - Have an exit plan
  - Quickly move away from the threat
  - Put distance and barriers between you and the threat
  - Warn others of the danger
- HIDE**
- Keep distance between you and the threat
  - Create barrier to prevent or slow down the threat
  - Turn off lights
  - Hide quietly and silence your phone
- FIGHT**
- Be prepared to defend yourself
  - Be aggressive and committed to your actions

**Call 911** when you are in a safe area

When law enforcement arrives, **show your hands and follow commands**

## EMERGENCY CONTACT INFORMATION

<http://www.tnstate.edu/emergency>

EMERGENCY ..... 911	EMERGENCY MANAGEMENT OFFICE ..... 615-963-1489
TSU POLICE ..... 615-963-5171	FACILITIES MANAGEMENT ..... 615-963-5669
METRO POLICE ..... 615-862-7400	



Remember that if you **See Something, Say Something**



[www.tnstate.edu/emergency](http://www.tnstate.edu/emergency)

## IMPORTANT PHONE NUMBERS

TSU Office of Emergency Management 615-963-1489	TSU Traffic and Parking Services 615-963-1482
TSU Campus Police Department 615-963-5171	TSU ID & Access Control 615-963-5311
TSU Facilities Management 615-963-5671	TSU Office of Academic Affairs 615-963-5301
TSU Media Relations 615-963-5331	TSU One Stop Center 615-963-1846
TSU Student Health Services (615) 963-5291	Tennessee Mobile Crisis Hotline 1-855-274-7471
TSU Counseling Crisis Line (615) 338-6341	Metro Police Department- North Precinct 615-862-4410

## IMPORTANT WEB RESOURCES

Metro Nashville Public Health Department <a href="https://www.nashville.gov/Health-Department.aspx">https://www.nashville.gov/Health-Department.aspx</a>	Tennessee Department of Health <a href="https://www.tn.gov/health">https://www.tn.gov/health</a>
Nashville Office of Emergency Management <a href="https://www.nashville.gov/Office-of-Emergency-Management.aspx">https://www.nashville.gov/Office-of-Emergency-Management.aspx</a>	Federal Bureau of Investigation <a href="https://www.fbi.gov/">https://www.fbi.gov/</a>
Nashville Police Department <a href="https://www.nashville.gov/Police-Department.aspx">https://www.nashville.gov/Police-Department.aspx</a>	Federal Emergency Management Agency <a href="https://www.fema.gov/">https://www.fema.gov/</a>
Nashville Fire Department <a href="https://www.nashville.gov/Fire-Department.aspx">https://www.nashville.gov/Fire-Department.aspx</a>	Homeland Security <a href="https://www.dhs.gov/">https://www.dhs.gov/</a>
American Red Cross – Nashville <a href="http://www.redcross.org/local/tennessee">www.redcross.org/local/tennessee</a>	Ready.gov <a href="https://www.ready.gov/">https://www.ready.gov/</a>
Tennessee Emergency Management Agency <a href="https://www.tn.gov/tema.html">https://www.tn.gov/tema.html</a>	Centers for Disease Control <a href="https://www.cdc.gov/">https://www.cdc.gov/</a>
Tennessee Department of Safety & Homeland Security <a href="https://www.tn.gov/safety">https://www.tn.gov/safety</a>	Department of Health & Human Services <a href="https://www.hhs.gov/">https://www.hhs.gov/</a>