



**EMERGENCY, EVACUATION & OPERATIONS PLAN**

Updated October 2010

## **Emergency, Evacuation and Operations Plan: Guidelines**

### **I. PURPOSE**

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of Trevecca University and community resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the university president or his/her designee may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are (1) large-scale natural/man-made disaster, and (2) large –scale disorder.

### **II. SCOPE**

These procedures apply to all employees, students, and visitors as well as buildings and ground owned and operated by Trevecca Nazarene University. The succession of events in an emergency is 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 any emergency.

### **III. GUIDE INDEX**

Definitions of an Emergencies.....	page 3
Incident Command System.....	page 3 - 4
Incident Command Staff Organization.....	page 4 - 11
Responsibilities of Building Supervisors/Coordinators.....	page 11
University Notification System.....	page 11 - 12
Evacuation Procedures.....	page 12 - 13
Tornado Emergency Procedures.....	page 14 - 15
Fire Emergency Procedures.....	page 16
Earthquake Emergency Procedures.....	page 15 - 17
Bomb Threat Emergency Procedures.....	page 17
Violent or Criminal Behavior Emergency Procedures.....	page 17 - 19
Campus Disturbances or Demonstrations.....	page 20 - 22
Hazardous Materials Procedures.....	page 22
Bioterrorism.....	page 22 - 23
Utility Failure Emergency Procedure.....	page 24
Psychological Crisis.....	page 24
Appendix A: Building Supervisors.....	page 25

## I. DEFINITIONS OF AN EMERGENCY

An emergency is an incident, either caused by humans or a natural phenomenon that requires response actions to prevent or minimize loss of life or damage to property and/or the environment.

The following categories of an emergency are provided as guidelines to assist the Incident Commander and Command Staff in determining the appropriate response:

- **MINOR EMERGENCY:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of Trevecca. Report immediately to Campus Security at extension 1296 or (615) 642-3523.
- **MAJOR EMERGENCY:** Any incident, potential or actual, which affects a person or persons, building or buildings, and which will disrupt the overall operations of Trevecca. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University administration during times of crisis. Report to Campus Security at extension 1296 or (615) 642-3523.
- **DISASTER:** Any event or occurrence, which has taken place and has seriously, impaired or halted the operations of Trevecca. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control that situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Operations Center will be activated, and the appropriate support and operational plans will be executed.

In addition, any incident, which has potential for adverse publicity concerning the campus resources, should be promptly reported to the president or his/her designee. The Public Information Officer (PIO) serves as the media/news spokesperson for Trevecca University.

## II. INCIDENT COMMAND SYSTEM (ICS)

The on-duty Campus Security Officer (First Responder) shall assume operational control of the emergency until relieved as chain of command dictates.

- A. **INCIDENT COMMAND POST (ICP):** The location from which the Incident Commander oversees all incident operations. There is generally only one ICP for each incident or event, but it may change locations during the event. Every incident or event must have some form of an Incident Command Post. The ICP may be located in a vehicle, trailer, tent, or within a building. The ICP will be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command. The ICP will be designated by the name of the incident, e.g., Trevecca ICP.

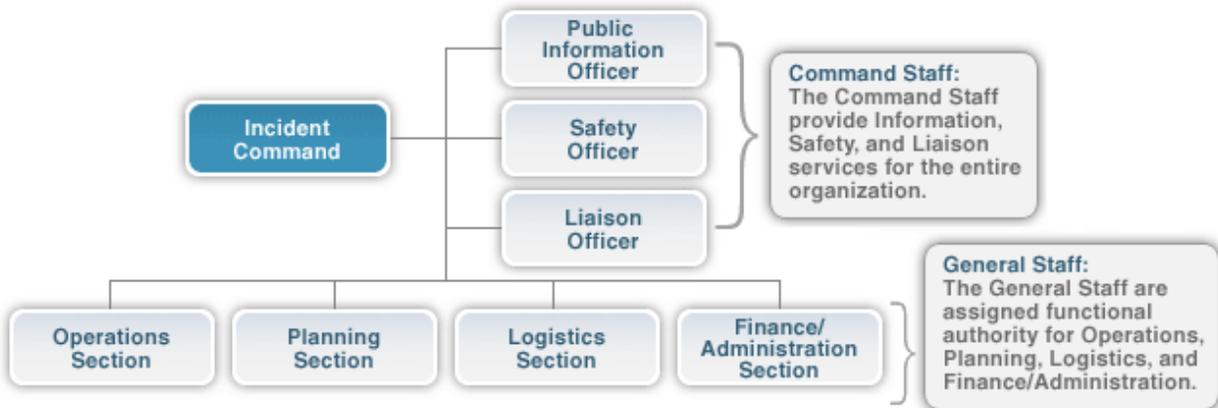
Pre-designated Incident Command Post Sites:

1. Waggoner Library (independent power source and data connections)
2. Adams Building (independent power source and data connections)

- B. **STAGING AREA:** temporary locations at an incident where personnel and equipment are kept while waiting for tactical assignments. The resources in the Staging Area are always in “available” status. Staging Areas should be located close enough to the incident for a timely response, but far enough away to be out of the immediate impact zone. There may be more than one Staging Area at an incident. Staging Areas can be collocated with the ICP, Bases, Camps, Helibases, or Helispots.
- C. **BASE:** the location from which primary logistics and administrative functions are coordinated and administered. The Base may be collocated with the Incident Command Post and in most cases for Trevecca it will. There is only one Base per incident, and it is designated by the incident name. The Base is established and managed by the Logistics Section.
- D. **CAMP:** the location where resources may be kept to support incident operations if a Base is not accessible to all resources. Camps are temporary locations within the general incident area, which are equipped and staffed to provide food, water, sleeping areas, and sanitary services. Camps are designated by geographic location or number. Multiple Camps may be used, but not all incidents will have Camps.
- E. **HELIBASE:** the location from which helicopter-centered air operations are conducted. Helibases are generally used on a more long-term basis and include such services as fueling and maintenance. The Helibase is usually designated by the name of the incident. A Helibase is not likely to come into play on Trevecca’s campus.
- F. **HELISPOTS:** more temporary locations at the incident, where helicopters can safely land and take off. Multiple Helispots may be used. Helispots will likely be used in large incidents to transport critically injured and possibly other functions.
- G. **RENDEZVOUS POINT:** is not a feature of the ICS but is relevant to Trevecca’s needs. The Rendezvous Point is a location designated away from the incident where parents, relatives, and friends arriving on campus can go and be kept informed of the situation. It is important for friends and relatives to stay at the Rendezvous Point and allow emergency personnel to do their job without hindrance.

**III. INCIDENT COMMAND STAFF ORGANIZATION:**

In addition to establishing an Incident Command Post, the Incident Commander shall immediately activate the Command Staff and General Staff as the level of the incident dictates. The Command Staff and General Staff consist of the following:



A. INCIDENT COMMANDER: Steve Pusey/David Caldwell

The Incident Commander (IC) has overall responsibility for managing the incident by objectives, planning strategies and implementing tactics in accordance with the Incident Action Plan. The IC must be fully briefed and should have a written delegation of authority. Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the IC.

- Takes action to stabilize the scene by initiated the “7 critical tasks”
- Assess the situation if first to assume command, or obtain briefing from prior IC. Fill out ICS 201 for next briefing.
- Select and establish an appropriate command post.
- Approve all information released to media and approve plan for returning to normal operations-Termination Phase.
- Select appropriate functions to establish the ICS, issue ICS identification badges, which correspond to the specific function assigned.
- Determine whether a unified command structure with assisting agencies is necessary.
- Conduct initial briefings of Command and Section chiefs and request that an Incident Action Plan, with specific objectives be developed for review and approval.
- Brief all command post personnel on the Incident Action Plan.
- Continually review and update the Incident Action Plan with staff.
- Authorize and approve release of information to news media sources and approve plan for returning to normal operations.

\* DEPUTY INCIDENT COMMANDER: Greg Dawson

The Deputy Incident Commander is a member of the Command Staff and is appointed to assist the Incident Commander for a major event. In the absence of the Incident Commander, the Deputy will assume interim command.

- Obtain briefing from the Incident Commander.
- Assist the IC as directed or where appropriate.
- Assume interim command when the IC is unavailable or absent from the command post.
- Verify execution of Incident Commander’s directives and compliance with the Incident Action Plan.
- Serve as “Systems Manager” to:
  - Assure that all command post personnel function in their specific role.
  - Assure the smooth flow of information throughout the command post operation.
- Request that participating agencies provide liaison personnel or agency representatives to the command post when appropriate (this may be delegated to the Liaison Officer).
- Review situation or status reports, journals and other data for accuracy and completeness.
- Ensure all unit logs are submitted to the Incident Commander in a timely manner.

B. PUBLIC INFORMATION OFFICER: Jan Greathouse

The Public Information Officer (PIO) is a member of the Command Staff and is responsible for the formulation and release of information regarding the incident to the news media and other appropriate agencies and personnel as directed by the Incident Commander.

- Obtain briefing from the Incident Commander.
- Establish a single and separate incident information-briefing center, if possible.
- Obtain copies of all media releases pertaining to the incident.
- Prepare information summary on media coverage for specific command post personnel.
- Obtain approval from the Incident Commander for the release of information to the news media.
- Provide press briefings and news releases as appropriate. Post all news releases in command post for review.
- Arrange for meetings between news media and incident personnel upon direction of the Incident Commander.
- Provide escorts for the media and other officials as necessary.
- Maintain a log of all activities.

C. SAFETY OFFICER: Glen Linthicum

The Safety Officer is a member of the Command Staff and is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through regular lines of authority, although they may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The focus is on responder safety, not community safety, which is left to the Planning Section.

- Obtain briefing from the Incident Commander.
- Assist in the formulation of the Incident Action Plan.
- Monitor operational activities and assess potential danger or unsafe conditions.
- Exercise emergency authority to immediately stop or prevent unsafe acts or conditions when appropriate.
- Monitor stress levels of involved personnel.
- Maintain a log of all activities.
- Prepare ICS Form 215A when appropriate.

D. LIAISON OFFICER: Peg Cooning

The Liaison Officer is a member of the Command Staff and is responsible for initiating mutual aid agreements and serve as the point of contact for assisting and cooperating agencies. This could include agency representatives and other jurisdictions, in which mutual aid agreements are initiated, i.e., fire service, emergency medical services, public works, etc.

- Obtain briefing from the Incident Commander.
- Provide a point of contact for assisting mutual aid Agency Representatives.

- Identify Agency Representative from each jurisdiction including communications link and location of all personnel assigned to assist with the incident.
- Handle requests from command post personnel for inter-organizational contacts.
- Monitor incident operations to identify current or potential inter-organizational conflicts or problems.
- Provide information to appropriate governmental agencies.
- Maintain liaison with the command center of other agencies involved in the incident.
- Maintain an activity log.

E. OPERATIONS SECTION CHIEF: Norm Robinson

The Operations Section Chief is responsible for the management of operational units related to incident “stabilization” and “resolution.” The Operations Officer is responsible for assisting in the development of the Incident Action Plan, with specific responsibility for formulating tactical objectives and operations strategies. Will Supervise and direct tactical operations and release resources as required. Will make expedient changes to the Incident Action Plan based on field developments and with concurrence of the Incident Commander.

- Obtain briefing from the Incident Commander.
- Supervise and direct the activities of all assigned Operations Section personnel.
- Assist in the development of the Incident Action Plan (Operational Component).
- Coordinate Operations Section activities with other field command post units.
- Prepare and recommend operational plan changes and revisions to the IC
- Issue operational orders to implement directives of the Operations Section Chief and Incident Commander.
- Advise the IC on the readiness of tactical teams for deployment.
- Select or recommend staging areas locations, perimeter assignments, evacuation strategies and resource requirements/availability to the field commander.
- Provide frequent incident status briefings.
- Ensure personnel prepare after-action reports; the preparation of an activity log and assist in planning for return to normal operations.

\* OPERATIONS DISPATCHER Abbie VanderPuy

The Operations Dispatcher will report to the Operations Section Chief and will serve as communications coordinator for radio and telephone traffic at the command post.

- Serve as communications coordinator for radio and telephone traffic for Operations Section.
- Direct field units by radio or telephone as authorized by the Operations Section Chief.
- Coordinate communications activities with other operational agencies involved.
- Maintain a personnel and vehicle status board to assist Operations Section Chief. Monitor deployment of and depletion of personnel and vehicles and advise Operations Section Chief.
- Maintain a dispatch log.

\* STAGING AREA SUPERVISOR   Danny Griffin  

The Staging Area Supervisor reports to the Operations Section and is responsible for establishing and maintaining a location where personnel and equipment can be staged to provide support and resources to the field commander.

- Obtain briefing from the Logistics Officer.
- Assist in selecting a location, which is appropriate for staging vehicles and personnel and can be properly secured.
- Establish a staging area layout and post signs to ensure area can be easily identified.
- Determine support needs for equipment, feeding, sanitation and security.
- Maintain a status log and report resources status changes or shortages as required.
- Supervise the safeguarding and security of all personnel and equipment.
- Demobilize the staging area in accordance the plan developed for return to normal operations.
- Maintain an activity log.
- Prepare and maintain ICS forms 211e. & 211p.

F. PLANNING SECTION CHIEF:   Tom Middendorf  

The Planning Section Chief is responsible for the collection, evaluation and dissemination of information to measure the size, scope and seriousness of the incident and to assist with the development, implementation and updating of the Incident Action Plan. Identify technical specialists to assist in planning “incident resolution” strategies.

- Obtain briefing from the Incident Commander.
- Provide briefing on incident size and scope to all Planning and Intelligence personnel.
- Deploy and supervise personnel as need to gather and assess intelligence information.
- Maintain an intelligence file on specific hazardous locations and for individuals advocating and/or participating in violations of the law.
- Obtain photographs, sound and video recordings of incident activities where appropriate to assist command post personnel in developing an operational response plan.
- Direct that coverage of all television and radio broadcasts be monitored.
- Prepare estimates of incident escalation and de-escalation at request of IC, by performing intelligence analysis and field observations:
  - Identification of high-risk locations
  - Identification of individuals inciting violence
  - Estimate crowd size and type
  - Situation damage/injury/casualty estimates
- Report to the Safety Officer or take immediate action for any condition observed that may cause danger or is a safety hazard to personnel and prepare a plan for returning to normal operations.
- Maintain and activity log.

G. LOGISTICS SECTION CHIEF: Steve Harris

The Logistics Section Chief is responsible for providing facilities, services, personnel and other resources required to assist in the safe and successful resolution of the incident. Will participate in the development and implementation of the Incident Action Plan and will activate appropriate elements of the Logistics Section as necessary.

- Obtain briefing from the Incident Commander.
- Plan and coordinate the activities of the Logistics Section and supervise assignment of personnel.
- Evaluate with Operations, Planning, and Intelligence Sections the current size, scope and seriousness of the incident and plan necessary logistical support for field operations.
- Provide, maintain and control selected equipment, supplies, facilities, and services required by the Operations Section.
- Assign security for command post, staging area and other sensitive areas as required.
- Coordinate and process requests for addition resources.
- Maintain a visible chart of resources requested and advise Operation Section of arrival of resources for deployment. The logistical chart should display information as follows:
  - Resources requested (available/unavailable)
  - Time requested
  - Estimated time of arrival
  - Resource “staged” location and available
  - Descriptive data regarding resource; size, numbers, capabilities and ratings.
- Provides for meals and refreshments for all incident personnel
- Maintain an activity log.

H. FINANCE & ADMINISTRATION SECTION CHIEF: Chuck Seaman

The Finance & Administration Section Chief reports to the Incident Commander and is responsible for all financial and cost analysis aspects of the incident. Subordinate finance functions may include the Time Unit, Procurement Unit, Compensation Claims Unit and the Cost Unit.

- Obtain briefing from the Incident Commander.
- Activate necessary elements (time unit, procurement unit, compensation claims unit and cost unit) to support Finance Section activities.
- Provide input in planning sessions on financial and cost analysis matters.
- Assist the Logistics Section with procurement of equipment, supplies and other resources needed for incident resolution.
- Ensure that all personnel time records are maintained and transmitted to agencies assisting with the incident.
- Participate in demobilization and Incident Termination planning sessions.
- Prepare incident related cost analysis as requested by the Incident Commander.
- Respond to and evaluate incident related compensation claim requests.
- Maintain an activity log.

I. INCIDENT LOG/SCRIBE Phyllis Flannery/Carol Maxson

The Incident Log/Scribe is a member of the Command Staff and is responsible for maintaining a written log (command post journal) of all incident events and keep appropriate command post personnel updated on significant developments. The Incident Log/Scribe is also responsible for maintaining an updated map of the incident location or area.

- Obtain briefing from Incident Commander.
- Maintain a Command Post Journal, which will include time, activity, and action taken.
- Periodically distribute a situation report to command post personnel.
- Gather incident related information from other command post personnel for entry into the "Journal."
- Refer pertinent information to the Public Information Officer.
- Maintain custody of all documents prepared for briefing the Incident Commander; ensure that the date, time and all persons present for the briefings are properly recorded.
- Maintain an updated map of the incident location which when displayed for all command post personnel will depict:
  - Affected area or location
  - Inner and outer perimeter locations
  - Scene command post location
  - Staging area location
  - Areas requiring evacuation or already evacuated
  - Location of assisting agency personnel or specialists
- Assist the Planning Section in developing a plan for returning to normal operations.

J. AGENCY REPRESENTATIVE(S) Michael Johnson

The Agency Representative(s) is a member of the Command Staff and reports to the Liaison Officer, or in the absence of a Liaison Officer, report directly to the Incident Commander. Is assigned to the command post from another agency and is vested with full authority to make decisions on all matters affecting the agency represented. Only one representative from each agency involved should be assigned to the command post.

- Receive briefing from the Liaison Officer or Incident Commander.
- Assist with the development or implementation of the Incident Action Plan, as appropriate.
- Provide input on the availability of resources from their agency and provides technical expertise where appropriate.
- Assist and cooperate with all command post personnel in matters regarding their agency's involvement.
- Monitor the well-being and safety of their agency's personnel assigned.
- Advise the Liaison Officer of special requirements of their agency.
- Report periodically to their agency on incident status.

- Participate and assist in demobilization planning. Ensure that all personnel and equipment are accounted for and that all reports are complete before leaving the command post.

#### IV. RESPONSIBILITIES OF BUILDING SUPERVISORS

The emergency coordinator, in consultation with the president and dean of student development, will appoint a building supervisor for every building/facility. Their responsibilities include, but are not limited to the following:

- A. Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.
- B. Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation or lockdown.
- C. Maintain emergency telephone communications with officials from their own activity (or from an alternate site if necessary).
- D. Have thorough knowledge of their building in regard to exits, fire extinguishers, and hazardous material locations.
- E. Access weather information on office computer or television.

Note: Each supervisor should have in his or her building, an Emergency Kit containing:

- First aid kit
- One Am-Fm weather receiver
- One flashlight (with spare batteries)
- Pocket knife and scissors
- Candles and lighter
- Bible

The building supervisors/coordinators are listed in the appendix at the end of this document.

#### V. UNIVERSITY NOTIFICATION SYSTEM:

Emergency sirens, TNU Emergency Alerts (text message; sign up at <http://emergency.trevecca.edu>), phone, and email are the primary means of emergency notification for the campus community. Secondary notification methods will include public broadcast via megaphone and runners, as necessary under certain circumstances.

##### **Emergency Siren System**

In addition to the TNU Emergency Alert System, Trevecca Nazarene University has completed installation of emergency notification sirens on campus.

In the event of an emergency situation on campus, the sirens will be initiated by security personnel.

**Follow this link for more information** including descriptions and audio samples of the sirens: [http://www.trevecca.edu/its/Emergency\\_Systems/Siren.html](http://www.trevecca.edu/its/Emergency_Systems/Siren.html)

Should an emergency arise, or is eminent, the Campus Security Department in conjunction with the Incident Command Team will alert the campus community without delay.

The officer on duty will notify the director of campus security of any campus emergency and will initiate the notification system by first calling the Incident Command Team.

**IMPORTANT REMINDER:**

Two-way radios, pagers, and cellular telephones should NOT be used at any time during a bomb threat. A public address system, landline phones, and email should be used to pass information between the command post, team coordinators, building supervisors, and other emergency officials.

**VI. EVACUATION PROCEDURES**

**A. Building Evacuations:**

1. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security or building supervisor/coordinator.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. **DO NOT USE THE ELEVATOR! USE STAIRWAY.**
3. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know the area assembly points:

- \*North.....Grassy field behind Graduate Psychology Bldg.  
(Grad. Psych., Benson, Greathouse, McClurkan, Fine Arts, Waggoner, Boone Bldg).
- \*South.....Grassy field behind Mark's Guest House.  
(CLCS, Georgia, Johnson, Mark's Guest House, Clinic).
- \*East.....Soccer field. (Adams, Mackey, Tennessee, Wise, P.E. Center, Tidwell, Martin, University Terrace Apartments).
- \*West.....Grassy field beside Plant Operations.  
(Jernigan, Redford, Shingler, Bush, Plant Operations).

\*These evacuation areas are a guide and may be changed depending on the emergency situation

4. **DO NOT RETURN TO AN EVACUATED BUILDING** unless the all clear has been given.

**IMPORTANT:** After any evacuation, report to your designated area assembly point.

**B. CAMPUS EVACUATION:**

1. Evacuation of all or part of the campus grounds will be announced by Campus Security.

2. All persons (students, faculty, staff, and visitors) are to immediately vacate the site in question and relocate to another area or part of the campus grounds **as directed**.
3. In the event that total evacuation **AWAY FROM** the campus is required, interface with Metro Police Department, Fire Department, and OEM officials (**Office of Emergency Management**) will be required. OEM officials will assist with arranging transport from the campus. **OEM CAN BE REACHED AT: 862-8530**

IMPORTANT: After any evacuation, remain calm and quickly report to a designated campus area assembly point.

C. SPECIAL INSTRUCTIONS FOR EVACUATION OF RESIDENT HALLS:

Residence Hall	Room Numbers	Exit Plan
Benson Hall	007 – 009, 106 – 109, 205 – 209, 305 – 309, & 405 – 409	Exit through the North stairwell.
	101 – 105, 200 – 204, 300 – 304, & 400 – 404	Exit through the South stairwell.
Johnson Hall	101 – 105, 113 – 116, 201 – 205, 214 – 218, 301 – 305, & 314 – 318	Exit through the back stairway and out the back door.
	106 – 109, 110 – 112, 206 – 210, 211 – 213, 306 – 310, & 311 – 313	Exit through the front stairway and out the front door.
Georgia Hall	10 – 19, 101 – 105, 113 – 116, 201 – 206, 214 – 218, 301 – 305, & 314 – 318	Exit through the back stairway and out the basement door.
	106 – 109, 110 – 112, 207 – 210, 211 – 213, 306 – 310, & 311 – 313	Exit through front stair way and out the front door.
Tennessee Hall	101 – 105, 113 – 116, 201 – 205, 214 – 218, 301 – 305, & 314 – 318	Exit through the back stairway and out the back door.
	106 – 109, 110 – 112, 206 – 210, 211 – 213, 306 – 310, & 311 – 313	Exit through the front stairway and out the front door.

DO NOT evacuate disabled people in their wheelchairs. This order is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible. Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved and if there are any special considerations or items that need to come with them.

## VII. TORNADO EMERGENCY PROCEDURES

### A. Definitions

1. Tornado watch:  
A tornado watch indicates that weather conditions are such that a tornado could form.
2. Tornado warning:  
A tornado warning indicates that a tornado has actually been sighted in the area.

### B. Procedures

1. For a tornado watch:
  - (a) Normal activities continue with alertness to any escalation in weather conditions.
  - (b) Campus security officers and building supervisors will monitor available news/weather reports on TV or radio as they come in.
  - (c) Because of the danger from lightning strikes, people should remain inside, if possible, for the duration of the tornado watch.
2. For tornado warning:
  - (a) Campus security officers will initiate the emergency sirens, TNU Emergency Alert, and notify the Incident Command Team.
  - (b) When a tornado warning has been signaled, persons on campus should move quickly to designated areas (**lowest levels, where feasible, building centers, away from doors and windows.**)
  - (c) Campus staff will assist building supervisors in leading people to designated areas.
  - (d) Everyone should stay sheltered until the all clear signal has been sounded.
3. For tornado hit:

If a tornado strikes the campus, each building supervisor will:

  - (a) Keep people in a safe area (lowest levels, building centers, away from doors and windows) until released by a member of the Incident Command Team.
  - (b) Provide first aid until Campus Security can be contacted to provide assistance.
  - (c) Send an assessment of personal injuries, listing names and types of injuries and any property damage needing immediate attention to Campus Security by a runner if no other means is available.
  - (d) 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.
  - (e) If in an automobile, stop in the safest place available, preferably under a viaduct or overpass, and away from power lines and trees. Stop as quickly as safety permits. Get out of the vehicle and get to the lowest area, i.e. in a drainage ditch or culvert.

**Designated building areas to seek cover in the event of a tornado warning:**

<b>Building Name</b>	<b>Designated Shelter Location</b>
78 Nance Lane	Personnel will seek shelter in the inner hallways and closets.
Adams Administration Building	Personnel will seek shelter on the first and second floor.
Benson Hall	Residents will seek shelter on the first floor level.
Boone Business Building	Personnel will seek shelter in the designated Severe Weather Shelter rooms.
Bush Apartments	Residents will seek shelter in the closet or bathroom of their apartment.
CLCS	Personnel will seek shelter on the first floor.
Georgia Hall	Residents will seek shelter on the first floor.
Graduate Psychology Building	Personnel will seek shelter in the inner hallways and closets.
Greathouse Science Building	Personnel will seek shelter on the first floor.
Jernigan Student Center	Personnel will seek shelter on the first floor, away from windows.
Johnson Hall	Personnel will seek shelter on the first and second floor, away from windows.
Mackey Education Building	Personnel will seek shelter on the first floor, away from windows.
Mark's Guest House	Personnel will seek shelter in the closet or bathroom.
Martin Building	Personnel will seek shelter on the first floor, away from windows.
McClurkan Religion Building	Personnel will seek shelter on the first floor, away from windows.
Moore Physical Education Building	Personnel will seek shelter on the first floor, away from windows.
Plant Operations Building	Personnel will seek shelter on the first floor, away from windows.
Redford Apartments	Residents will seek shelter in the closet or bathroom of their apartment.
Shingler Apartments	Residents will seek shelter in the closet or bathroom of their apartment.
Tennessee Hall	Residents will seek shelter on the first floor, away from windows.
Tidwell Faculty Building	Personnel will seek shelter on the first and second floor. Personnel should not exit the building to go to the first floor.
University Terrace Apartments (A, B, & C Buildings)	Residents will seek shelter in the closet or bathroom of their apartment.
Waggoner Library	Personnel will seek shelter on the first floor.
Wakefield Fine Arts Building	Personnel will seek shelter in the recording studio if possible. If the recording studio will not hold all personnel, seek shelter on the main floor, away from windows.
Wise Hall	Residents will seek shelter in the closet or bathroom of their residence.

## **VIII. FIRE EMERGENCY PROCEDURES:**

In all cases of fire, 911 can be called first. Notify security immediately thereafter.

- Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
- If a minor fire appears controllable, IMMEDIATELY contact Campus Security. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM SOUNDS ONLY IN THE BUILDING WHERE ACTIVATED. You must report the fire by phone.
- On large fires that do not appear controllable, IMMEDIATELY notify the fire department and Campus Security. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen—DO NOT LOCK DOORS!
- When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same.
- Resident assistants are designated to assist individuals during an emergency. DO NOT PANIC. USE STAIRWAYS. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

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. TRY NOT TO PANIC!

## **IX. EARTHQUAKE EMERGENCY PROCEDURES**

IMPORTANT: After any evacuation, report to a designated campus area assembly point.

- During an earthquake remain calm and quickly follow the steps outlined below.
- IF INDOOR seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- 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.
- 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.
- After the initial shock, evaluate the situation and if emergency help is necessary, call Campus Security, if on campus, or the Metro Police Department if off campus. Protect yourself at all times and be prepared for after-shocks. Damaged facilities should be reported to Campus Security and Plant Operations. NOTE: leaks and power failures create special hazards.
- If an emergency exists, activate the building alarm. THE BUILDING ALLARM ONLY SOUNDS IN THE BUILDING WHERE ACTIVATED. Report the emergency by phone if possible.
- When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

- Resident assistants are designated to assist individuals during an emergency. DO NOT USE ELEVATORS
- Once outside move to the designated assembly area. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

**X. BOMB THREAT EMERGENCY PROCEDURES**

IMPORTANT: After any evacuation, report to a designated campus area assembly point.

- A. If you observe a suspicious object or potential bomb on campus DO NOT HANDLE THE OBJECT! Clear the area and immediately call Campus Security at extension 1296.
- B. Any person receiving a phone call bomb threat should ask the caller:
  - 1. When is the bomb going to explode?
  - 2. Where is the bomb located?
  - 3. What kind of bomb is it?
  - 4. What does it look like?
  - 5. Why did you place the bomb?
- C. Keep talking to the caller as long as possible and record the following:
  - 1. Time of call.
  - 2. Age and sex of caller.
  - 3. Speech pattern, accent, possible nationality.
  - 4. Emotional state of caller.
  - 5. Background noise, if any.
- D. Immediately notify Campus Security at 1296 to report the incident.
- E. Campus Security officers in conjunction with others 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 Security. DO NOT TOUCH THE OBJECT! Do not open drawers, cabinets, or turn lights on or off.
- F. Campus Security will notify Metro Police Bomb Squad.
- G. If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM ONLY SOUNDS IN THE BUILDING WHERE ACTIVATED. You must report the incident by phone if possible.
- H. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
- I. Resident assistants are designated to assist individuals during an emergency.

**XI. VIOLENT OR CRIMINAL BEHAVIOR: EMERGENCY PROCEDURES**

Campus Security is located in the Security Quad Complex on Lester Avenue, and provides you with 24-hour help and protection. This service is provided seven days a week on a year-round basis.

Emergency phone numbers:

- Security.....1296 or 642-3523
- Resident Directors: Georgia.....1260
  - Tennessee.....1297
  - Johnson.....1230
  - Benson.....1381

Student Development.....1245  
Dean Lilienthal.....780-5880  
Dean Harris.....331-9610  
Norm Robinson.....220-0344

Metro Police Dispatch.....862-8600 or (911 if emergency).

- A. Everyone is asked to assist in making the Campus a safe place by being alert to suspicious situations and promptly reporting them.
1. If you are a victim or witness to a crime, you must promptly notify Campus Security as soon as possible and report the incident, including the following:
    - Nature of incident
    - Location of incident
    - Description of person (s) involved
    - Description of property involved
  2. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Security and report the incident.
  3. Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate.
- B. Should gunfire or explosives be discharged on the campus, you should take cover immediately using all available cover and concealment. After the disturbance, seek emergency first aid if necessary.

C. Lockdown:

Should an incident occur that would have the potential to spread to other parts of the campus, a CALL FOR LOCKDOWN will be issued by the security department, or Cabinet member. Emergency sirens, TNU Emergency Alert text messaging, email, phone, and runner, will be used to issue the notice to LOCKDOWN. Lock or barricade yourself in an office or classroom. No one is to leave or enter the building in LOCKDOWN. The purpose of a LOCKDOWN is to keep a situation/incident from spreading to different parts of the Campus. A LOCKDOWN is also to keep unwanted persons/people from gaining access to the building.

D. WHAT TO DO IF TAKEN HOSTAGE:

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions and be alert. Don't make mistakes; mistakes could endanger your well being.
3. 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.
4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
5. Be observant. You may be released or can escape. The personal safety of others may depend on your memory.

6. Be prepared to answer the police on the phone. Be patient; wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

#### E. TRADITIONAL ACTIVE SHOOTER (LOCKDOWN) PROTOCOL

##### IF THE SHOOTER IS OUTSIDE THE BUILDING:

- Turn off all the lights and close and lock the doors and windows (close window blinds)
- If you can do so safely, get all students on the floor and out of the line of fire and sight.
- Move to a core area of the building if safe to do so and remain until the all clear is given by Law Enforcement or Rescue
- If the staff or students do not recognize the voice that is giving the all clear, they should not change status
- Unknown or unfamiliar voices may be false and designed to give false assurances

##### IF THE SHOOTER IS INSIDE THE BUILDING

- If it is possible to flee the area safely and avoid danger, do so
- Contact 911 and security with your location if possible using your cell phone or any phone available
- If flight is impossible, lock all doors and windows, securing yourself in your space out of the line of sight and fire
- Get down on the floor or under a desk and remain silent out of the line of sight of a window or door window.
- Get students on the floor and out of the line of fire/sight
- Wait for the all clear instruction, only from Law Enforcement or rescue workers

##### IF THE SHOOTER COMES INTO YOUR CLASS OR OFFICE

- There is NO ONE PROCEDURE that authorities recommend in this situation.
- Attempt to get the word out to other staff if possible, and call 911 if it is practical
- Use common sense. If hiding or flight is impossible, negotiation may be the only counter measure
- Attempting to overcome the subject with force is A LAST RESORT that should only be initiated in the most extreme circumstances
- Remember, there may be more than one active shooter
- Wait for the all clear signal from the proper authorities
- In case you are able to flee, do not go to the normal gathering site for other drills, run as far and fast as you can away from the target building.

## **XII. CAMPUS DISTURBANCES OR DEMONSTRATIONS:**

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

- A. INTERFERENCE with the normal operations of Trevecca.
- B. PREVENTION of access to office, buildings, or other Trevecca facilities.
- C. THREAT of physical harm to persons or damage to Trevecca facilities.

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

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

- 1. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct Trevecca business as normally as possible.
- 2. If demonstrators are asked to leave but refuse to leave by regular facility closing time,
  - (a) Arrangements will be made by the director of Campus Security to monitor the situation during non-business hours, or
  - (b) Treat the situation as a violation of regular closing hours and, thus, a disruptive demonstration.

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

In the event that a demonstration blocks accesses to Trevecca facilities or interferes with the operation of Trevecca:

- 1. Demonstrators will be asked by the dean of student Development or his/her designee to terminate the disruptive activity.
- 2. The dean of students will consider having a photographer available.
- 3. Key University personnel and student leaders may be asked by the dean of students to go to the area and persuade the demonstrators to desist.
- 4. The dean of students or his/her designee will go to the area and ask the demonstrators to leave and to discontinue the disruptive activities.
- 5. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension and/or expulsion or possible intervention by civil authorities. (See Attachment A.) Except in extreme emergencies, the president will be consulted before civil authorities are brought onto campus.
- 6. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
- 7. The need for an injunction will be determined by consultation among the president, the University attorney, and the director of campus security and the dean of student development.

8. If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the police department the remaining demonstrators will be warned of the intention to arrest (see Attachment B.)
- C. VIOLENT, DISRUPTIVE DEMONSTRATIONS: In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the president or his/her designee and the dean of students will be notified:
1. During Business Hours:
    - (a) In coordination with the dean of students, Campus Security will contact the Metro Police Department.
    - (b) If advisable the dean of students will alert the president who will then call a photographer to report to an advantageous location for photographing the demonstrators.
    - (c) The president, in consultation with the University attorney, the dean of students, and the director of campus security, will determine the possible need for a court injunction.
  2. After business hours:
    - (a) Campus Security should be immediately notified of the disturbance.
    - (b) Campus Security will investigate the disruption and report and notify the director of campus security and the dean of students.
    - (c) The dean of students will:
      1. Report the circumstances to the president.
      2. Notify key administrators and if appropriate, the administrator responsible for the building area.
      3. Notify the director of public information.
      4. Arrange for a photographer
      5. If necessary the president or dean of students will call for Metro Police Department assistance.

Note: The director of Campus Security reserves the right to call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved. If this option is exercised, there will be a consultation with the president and dean of student development as soon as possible following the call for assistance.

#### ATTACHMENT A

#### DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION (Sample Language)

“This assembly and the conduct of each participant is disrupting the operations of Trevecca and is in violation of the rules of Trevecca. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to Trevecca. In no event will the Administration accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order. Any student who continues to participate in this demonstration is subject to Trevecca disciplinary process and will also be subject to possible arrest for criminal violations.”

## ATTACHMENT B

### DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE (Sample language)

“You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of Trevecca, each of you is hereby placed on interim suspension. The Metro Police will now be called to assist Trevecca by dispersing this assembly. Those who fail to leave immediately will be subject to arrest. (for such things as criminal trespass, destruction of property, breach of peace, etc..).”

### XIII. HAZARDOUS MATERIALS PROCEDURES

If you witness a hazardous material spill, or if as a USER you spill a hazardous material, call Plant Operations (maintenance) immediately at extension 1333. If the spill occurs after normal business hours or during the weekend, call Campus Security at #1296.

When reporting, be specific about the nature of the involved material and exact location. Plant Operations or Security will contact 911, who will then notify and dispatch appropriate personnel.

If you are a hazardous material user, you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spill, and emergency procedures when a spill happens.

Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Campus Security.

If an emergency exists, activate the building alarm. When the building evacuation alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

### XIV. BIOTERRORISM

- **DO NOT PANIC**
  1. Anthrax organisms can cause skin infection, gastrointestinal infection or pulmonary infection. To do so the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. **It does not leap into one's body.** All forms of disease are generally treatable with antibiotics.
- **If you receive an unopened suspicious letter: CALL SECURITY DEPARTMENT #1296**
  1. DO NOT shake or empty the contents of a suspicious package or envelope.
  2. DO NOT carry the package or envelope, show it to others, or allow others to examine it.
  3. Put the package or envelope on a stable surface; DO NOT sniff, touch, taste, or look closely at it or any contents that may have spilled.

4. Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.

5. WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons

6. If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give the list to both the local public health authorities and law enforcement officials.

- **If you receive an envelope with powder and powder spills out onto surface:**

1. DO NOT clean powder up. DO NOT sniff, touch, taste, or look closely at it or any contents that may have spilled. Keep others away.

2. WASH hands with soap and water.

3. DO NOT brush off your clothes.

4. NOTIFY the SECURITY DEPARTMENT, and your supervisor.

5. REMOVE clothing and place in plastic bag, as soon as possible.

6. SHOWER with SOAP and WATER. DO NOT use bleach or other disinfectant

7. PUT on fresh clothing.

8. MAKE list of all people who had contact with the powder and give to local public health authorities. They may be instructed to watch for fever or other symptoms over the next couple of days.

- **If there is aerosolization or a small explosion:**

1. TURN OFF local fans or ventilations units in the area.

2. LEAVE room immediately.

3. CLOSE the door, or section off the area to prevent others from entering.

4. NOTIFY the SECURITY DEPARTMENT and your supervisor.

5. REMAIN on premises until responders arrive.

6. SHUT DOWN air handling system in the building, if possible.

6. MAKE list of all people who were in the building at the time and give to local public health authorities. They may be instructed to watch for fever or other symptoms over the next couple of days.

- **How to identify suspicious packages and letters:**

- Restrictive markings such as Confidential, Personal, etc.
- Foreign mail, Air Mail or Special Delivery
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Excessive securing material such as string or tape

## **XV. UTILITY FAILURE EMERGENCY PROCEDURE**

In the event of a major utility failure, notify Plant Operations at #1333. If the failure occurs after normal business hours or during weekends, call Campus Security at #1296. NOTE: If telephone lines have failed also, designate a “runner” to notify Campus Security.

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building.

Depending upon the severity of the emergency, building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight available for emergencies.

### Elevator Failure:

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

### Plumbing Failure/Flooding:

Cease using all electrical equipment. Notify Plant Operations if failure occurs during normal business hours. Contact Campus Security if failure occurs after normal business hours or on weekends.

### Serious Gas Leak:

Cease all operations. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.  
REMEMBER: electrical arcing can trigger an explosion! Notify Campus Security immediately.

## **XVI. 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. Typically the disconnection with reality is due to severe drug or medical reactions or a psychotic break. A psychotic break may be manifested as hallucinations, uncontrollable behavior, or dissociative/multiple personality behavior.

- A. If a psychological crisis occurs without obvious medical complications,
  - 1. Contact the Counseling Center at extension 1237, and Campus Security at extension 1296.
  - 2. Try to keep the person calm or within your vision until assistance arrives.
  - 3. Maintain your own personal safety if you feel the situation is dangerous.
  
- B. If a psychological crisis occurs with obvious medical complications:
  - 1. Contact the Campus Clinic at extension 1261, and call Campus Security. Tell them you have a medical and psychological emergency.
  - 2. Try to administer basic first aid if the person is willing to accept your assistance until assistance arrives.

**APPENDIX A:**

<u>BUILDING</u>	<u>SUPERVISOR</u>	<u>PHONE</u>
Adams Administration	Director of Financial Services	7723
Benson Hall	Resident Director	1381
Boone Business Building	Dean, School of Business	1613
CLCS	CLCS Director	1237
Career & Counseling Center	Career and Counseling Center	1237
Georgia Hall	Resident Director	1260
Greathouse Science	Dean of Natural and Applied Sciences	7773
Jernigan Student Center	Dean of Student Development	1245
Johnson Hall	Resident Director	1230
Mackey Education	Dean of Education	1201
Mark's Guest House	Director of Plant Operations	1333
Redford/Shingler/Bush Apts.	Resident Directors	7380
Martin Univ. Advancement	Director of Admissions	1320
McClurkan Hall	Dean of Religion and Philosophy	1378
Moore P.E. Center/TSAC	Athletic Director	1271
Plant Operations	Director of Plant Operations	1333
Tennessee Hall	Resident Director	1297
Tidwell Faculty Center	Chairman, Division of Social & Behavioral Sciences Chairman, Division of Communication	1377 1393
University Terrace Apts.	Director of Plant Operations	1333
Waggoner Library	Director of Library Services	1460
Wakefield Fine Arts	Chairman, Dept. of Music	1288
Wise Hall	Resident Director	7380