Emergency Management Plan

For

FISK UNIVERSITY
2017

Revised July 2017

EMERGENCY RESPONSE PLAN
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose/Scope/Mission</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Types of Emergencies</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Incident Command System ICS</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Declaration of an Emergency</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Overview of the Incident Command System</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Individual Roles of persons in the ICS</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Organization of the Incident Command System</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Role of Organizational Units</td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>Overall Incident Response Plan Summary</td>
<td></td>
<td>28</td>
</tr>
<tr>
<td>Evacuation Procedures</td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>Hazardous Release SPCC Plan</td>
<td></td>
<td>32</td>
</tr>
<tr>
<td>Mail Safety</td>
<td></td>
<td>96</td>
</tr>
<tr>
<td>Pandemic Flu – (pending update 5/1/09 reserved)</td>
<td></td>
<td>97</td>
</tr>
<tr>
<td>Attachment 1: Closing checklist</td>
<td></td>
<td>99</td>
</tr>
<tr>
<td>Attachment 2: Damage Checklist</td>
<td></td>
<td>101</td>
</tr>
<tr>
<td>Attachment 3: Contact List</td>
<td></td>
<td>103</td>
</tr>
<tr>
<td>Incident Response Team Organizational chart</td>
<td></td>
<td>104</td>
</tr>
<tr>
<td>Critical emergency contact numbers</td>
<td></td>
<td>106</td>
</tr>
<tr>
<td>UNIT PLANS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Services</td>
<td></td>
<td>114</td>
</tr>
<tr>
<td>Post Office/Mail services</td>
<td></td>
<td>123</td>
</tr>
<tr>
<td>Residence Halls</td>
<td></td>
<td>141</td>
</tr>
<tr>
<td>Communications and PR</td>
<td></td>
<td>162</td>
</tr>
<tr>
<td>Facilities and Maintenance</td>
<td></td>
<td>165</td>
</tr>
<tr>
<td>ITS</td>
<td></td>
<td>230</td>
</tr>
<tr>
<td>Appendix A. Glossary</td>
<td></td>
<td>243</td>
</tr>
<tr>
<td>Appendix B. Bomb Threat</td>
<td></td>
<td>245</td>
</tr>
<tr>
<td>Appendix C. Campus Disturbance</td>
<td></td>
<td>248</td>
</tr>
<tr>
<td>Appendix D. Fire and Evacuation</td>
<td></td>
<td>249</td>
</tr>
<tr>
<td>Appendix E. Hostile Shooter</td>
<td></td>
<td>251</td>
</tr>
<tr>
<td>Appendix F. Natural Disasters</td>
<td></td>
<td>252</td>
</tr>
<tr>
<td>Appendix G. Terrorism and WMD</td>
<td></td>
<td>254</td>
</tr>
</tbody>
</table>
Section I
Executive Summary

A. PURPOSE
This Emergency Management Plan (EMP) is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Through the use of Attachments, this EMP addresses each type of emergency on an individual basis, providing guidelines for the containment of the incident. Attachment B provides emergency instructions to the individual designated to direct University resources in a concise format. Attachment C provides emergency response information primarily for use by faculty and other on-site personnel who may be initial responders to an emergency incident.

B. SCOPE
This plan is a university-level plan that guides the emergency response of university personnel and resources during an emergency situation. It is the official emergency response plan of the University and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal, state or local plans during a disaster declaration by those authorities. This Emergency Management Plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the Incident Command System to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitate the flow of information between responding agencies (See Paragraph F).

The University will cooperate with the Office of Emergency Management, State, County and City Police and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.
C. MISSION

The University will respond to an emergency situation in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

Priority I:  Protection of Human Life  
Priority II: Support of Health & Safety Services  
Priority III: Protection of University Assets  
Priority IV: Maintenance of University Services  
Priority V: Assessment of Damages  
Priority VI: Restoration of General Campus Operations

D. ASSUMPTIONS

This Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

1. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
2. The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
3. An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
4. Disasters may be community-wide. Therefore it is necessary for the University to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources.

E. TYPES OF EMERGENCIES

There are three levels or types of emergencies:

LEVEL 1 – MINOR INCIDENT. A Minor Incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of the University. The Emergency Management Plan would not be activated.

LEVEL 2 – EMERGENCY. An Emergency is defined as a serious event that completely disrupts one or more operations of the University. Multiple University resources are involved; the Emergency Management Plan is activated to the extent necessary.

LEVEL 3 – DISASTER. A Disaster is defined as a very serious event that seriously impairs or halts the operations of the University. The Emergency Management Plan is fully activated.
F. INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is a modular emergency management system designed for all hazards and levels of emergency response. This system creates a combination of facilities, equipment, personnel, procedures, and communication operating within a standardized organizational structure. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management. Use of the Incident Command System at the University facilitates the University's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

1. Key Principles of the Incident Command System

• Modular organization based on activating only those organizational elements required to meet current objectives
• Common terminology applied to organization elements, position titles, facility designations and resources
• Unified command structure so that organizational elements are linked to form a single overall structure with appropriate span-of-control limits
• Comprehensive resource management for coordinating and inventorying resources for field responses
• Integrated communication so that information systems operate smoothly among all response agencies involved
• Generic positions whereby individuals are trained for each emergency response role and follow prepared action checklists
• Consolidated action plans that contain strategy to meet objectives at both the field response and Emergency Operations Center levels.

2. Designation of University Incident Commander

It is essential to all emergency response planning and action that a single University Incident Commander be designated. This person must be in a position to bring the needed response to whatever incident may occur and as such should be at the Vice President level or higher. This plan, accordingly, designates Mickey West, Director of Campus Safety, as the Primary University Incident Commander (Alternates are named on page12)

G. DECLARATION OF EMERGENCY

In case of any type of campus emergency, the Chief Campus Safety/Supervisor on duty should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Chief of Campus Safety, Mickey West or other named authority, who should communicate with the University Incident Commander. After reviewing the emergency situation, a decision will be made by the University Incident Commander on a plan of action and whether or not to contact the President and activate the Emergency Management Plan.
H. OVERVIEW OF ORGANIZATION

The University’s Emergency Management Plan consists of three major elements:

- Emergency Management Team
- Incident Response Team
- Unit Plans with supporting Response Plans

Coordination of various campus departments’ Emergency Management Plans (Unit Plans) will occur through an Incident Command Structure as described above.

1. The Emergency Management Team (EMT)

The Emergency Management Team (EMT) will evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The Emergency Management Team is also responsible for the review and approval of the Emergency Management Plan.

2. The Incident Response Team (IRT)

The Incident Response Team (IRT) is activated, at a level based on the type and nature of the incident, to respond to any emergency situation. The University Incident Commander heads the Incident Response Team.

3. Unit Plans with Response Plans

Many individual departments, schools, etc. (“Units”) of the University will develop Unit Plans to identify key personnel and define specific responsibilities (Section IV). All Unit Plans will have an identical basic format (Attachment A). As necessary Unit Plans will be augmented by Response Plans to address specific situations. Response Plans can be organized at the discretion of the Unit.

a. Critical Unit Plans

Each area identified as part of the IRT is determined to have critical responsibilities on a University-wide basis during emergency situations. Each organizational unit identified on the Incident Response Team is to develop a Unit Plan. As necessary Unit Plans will be augmented by Response Plans to address specific situations.

b. Special Unit Plans

Several Units have been determined to have critical responsibilities on an internal Unit basis during emergency situations. Each designated Special Unit is to develop a Unit Plan. As necessary Special Unit Plans will be augmented by Response Plans to address specific situations.

c. Other Unit Plans

University departments, schools, etc. that are not defined as a Critical Unit or Special Unit are considered to be an Other Unit.
I. EMERGENCY RESPONSE

The Emergency Management Plan contains two sections dedicated to emergency response:

Attachment B: Incident Commander Action Steps
Attachment C: Incident Response Plan

1. Attachment B: Incident Commander Action Steps

This Attachment contains two general checklists for the University Incident Commander. The first checklist is for the pre-disaster alert, watch and warning periods. The second checklist is for use in the immediate post-disaster period. Various emergency/disaster events are then listed and suggested guideline action response steps for the University Incident Commander and the Incident Response Team are identified.

2. Attachment C: Incident Response Plan

This Attachment is also organized by various emergency/disaster events and provides action steps to be taken by the initial responders. In addition for use by individuals responsible for executing the University’s Emergency Management Plan, it is intended for use and widespread distribution to all faculty and staff.
J. INDIVIDUAL ROLES

1. Role of the President

This plan is promulgated under the authority of the President of the University. All decisions concerning the discontinuation of university function, cancellation of classes, or cessation of operations, rest with the President or his/her designee. After consulting with the University Incident Commander and the Emergency Management Team, the President shall be responsible for declaring a major institutional emergency.

2. Role of the University Incident Commander; Mickey West, Director of Campus Safety

The University Incident Commander is a senior member of the Emergency Management Team and is in charge of the Incident Response Team. The University Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation.

3. Role of the Emergency Management Plan Coordinator; Captain Hughes Siffrard

The Emergency Management Plan Coordinator is a member of the Incident Response Team who is responsible for the maintenance of the Emergency Management Plan. The Emergency Management Plan Coordinator consults directly with the University Incident Commander during an actual emergency.

4. Role of Faculty and Staff

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency and account for every student. Every member of the Faculty and Staff should read and be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and Staff must be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action.

All Faculty and Staff are responsible for securing their work areas. Work areas need to be secured in advance of certain weather systems (hurricanes, winter storms, floods, etc.).

5. Role of the Building Marshal

The Building Marshals and alternates shall be aware of all Emergency Procedures and Protocols for the safety of university personnel and property. They will assist in informing all building occupants of proper procedures for building emergency or evacuation drills in preparation for any actual emergency. In addition building marshals will act as a crime prevention liaison with the Department of Campus Safety and the occupants of their building.

6. Role of Students; Student Government Officers

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or use frequently. Students should be prepared to assess situations quickly but thoroughly, and use commonsense in determining a course of action. They should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds.
Faculty, Staff and Students should also be able to execute Emergency Lockdown and other safety procedures as outlined in the Incident Response Plan.
Section II – Organization

The University’s Emergency Management Plan consists of three major elements:

- Emergency Management Team
- Incident Response Team
- Unit Plans with supporting Response Plans

A. EMERGENCY MANAGEMENT TEAM (EMT)

1. Responsibilities

The Emergency Management Team is an assemblage of University officials appointed by the President to advise and assist in making emergency-related policy decisions. A principal responsibility for the Emergency Management Team is to keep managers focused on the right set of priorities in a crisis situation. Accordingly, the responsibilities of this body include:

- Gather and analyze conditions throughout the University
- Allocate and direct distribution of resources to accomplish the purposes of this EMP
- Request needed resources that are unavailable internally from available outside resources
- Responsibility for final plan approval and for final policy decisions.

2. Membership

Emergency Management Team Members are as follows:

Table 2.1 – Emergency Management Team Members

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Willie M. Hughey</td>
</tr>
<tr>
<td>Chief Administrative Officer (Administrative Services)</td>
<td></td>
</tr>
<tr>
<td>Vice President of Student Engagement &amp; Enrollment Management –</td>
<td></td>
</tr>
<tr>
<td>Provost – Academic Affairs - Dr. Rodney Hanley</td>
<td></td>
</tr>
<tr>
<td>Dean of Student Engagement – Natara Garvin</td>
<td></td>
</tr>
<tr>
<td>Vice President of Institutional Assessment – Jason Curry</td>
<td></td>
</tr>
<tr>
<td>Legal Counsel - Stacey Garrett</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant to the President – Sherri Rucker</td>
<td></td>
</tr>
<tr>
<td>Communications – Raymond Wade</td>
<td></td>
</tr>
</tbody>
</table>

3. Structure

The Emergency Management Team is organized in a “committee-type” structure chaired by the President of the University.
B. INCIDENT RESPONSE TEAM (IRT)

1. Responsibilities

At the direction of the University Incident Commander, the Incident Response Team (IRT) is responsible for Emergency Management Plan (EMP) execution during an emergency situation. The Incident Response Team reports directly to the Emergency Management Team via the University Incident Commander. The IRT is comprised of management personnel representing areas of the University that have critical EMP execution responsibilities as follows:

Table 2.2 – Areas of Critical Responsibility

- Public Relations
- Campus Safety
- Facilities & Environmental Health & Safety
- Academic Affairs
- Student Engagement
- Information Technology
- Finance & Business Services
- Human Resources & Administrative Services
- Student Health Services (General Hospital nearby – not on campus)
- Food Services
- Student Government Leadership
- Other key University Services added as necessary

2. Membership

The Incident Response Team includes both primary and alternate members. Primary members are management personnel who are familiar with their unit’s planning responsibilities. Alternate members are also management personnel who are familiar with their unit’s planning responsibilities. Alternate members direct and execute their Unit Plan responsibilities in the absence/unavailability of the primary member.

All primary and alternate members need to be knowledgeable of overall EMP operations. Members must also be available during a crisis situation. IRT Members and IRT Alternate Members are identified on the next page. IRT Members and/or IRT Alternate Members are required to attend annual Plan Exercises organized by the Emergency Management Plan Coordinator.

3. Structure

The Incident Response Team is organized under Incident Command System headed by the University Incident Commander.
### Table 2.3 – Incident Response Team Members

<table>
<thead>
<tr>
<th>Area of Responsibility</th>
<th>Primary Member</th>
<th>Alternate Member(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Safety</td>
<td>Mickey West</td>
<td>Shift Captain</td>
</tr>
<tr>
<td>Facilities, Environmental Health/Safety</td>
<td>Norman Rapp</td>
<td>David Cobb</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Dr. Rodney Hanley</td>
<td>Dr. Arnold Burger</td>
</tr>
<tr>
<td>Student Life</td>
<td>Natara Garvin</td>
<td>Dr. Christopher Duke</td>
</tr>
<tr>
<td>Information Technologies</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Dr. JaCenda Davidson</td>
<td></td>
</tr>
<tr>
<td>Student Health Services</td>
<td>Located off campus at General Hospital</td>
<td></td>
</tr>
<tr>
<td>Counseling Services</td>
<td>Sheila Peters</td>
<td></td>
</tr>
<tr>
<td>Food Services</td>
<td>(Thompsons Hospitality)</td>
<td></td>
</tr>
<tr>
<td>Administrative Services</td>
<td>Warren Irons</td>
<td>Lola Brown-Norris</td>
</tr>
</tbody>
</table>
C. UNIT PLANS/RESPONSE PLANS

Each area identified with critical or special responsibilities is required to develop and maintain a Unit Plan. A Unit is a department, school or other defined entity of the University. A Unit Plan identifies emergency preparation, coordination and response activities for the Unit. The Unit Plans address the assignment of roles described in the following Section IV and, as necessary, identify existing Response Plans that provide guidance and procedures for specific response activities (i.e. bomb threats, civil disturbance, winter storm, etc.).

All Unit Plans have a common structure and format as defined as Attachment A of this EMP. All Unit Plans are filed with and secured by the Emergency Management Plan Coordinator. Unit Plans must be reviewed and updated annually or more frequently as necessary. Electronic copies are maintained on the University Intranet and hardcopies are secured at the designated Emergency Operations Center (EOC). Copies of supporting Response Plans are also maintained at the EOC and at the alternate site as well.

Some Units have major EMP responsibilities and may have Unit Plans that are more detailed than other Units. Unit Plans are classified as follows:

1. Critical Unit Plans

Each area identified as part of the IRT is determined to have critical responsibilities on a University-wide basis during emergency situations. Each organizational unit identified on the Incident Response Team is required to develop a Unit Plan. As necessary Unit Plans will be augmented by Response Plans to address specific situations.

2. Special Unit Plans

Several units have been determined to have critical responsibilities on an internal unit basis during emergency situations. Each Special Unit is required to develop a Unit Plan. As necessary Special Unit Plans will be augmented by Response Plans to address specific situations. Special Unit Plans are identified as follows:

<table>
<thead>
<tr>
<th>Table 2.4 – Special Unit Plans</th>
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<tbody>
<tr>
<td>Athletics – Dr. Larry Glover</td>
</tr>
<tr>
<td>Library – Dr. Jessie Smith</td>
</tr>
<tr>
<td>Art Gallery – Jamaal Sheats</td>
</tr>
<tr>
<td>Research Laboratories, NASA et al – Dr. Arnold Burger</td>
</tr>
<tr>
<td>Student Center Mail room – Stanuta Buliga</td>
</tr>
</tbody>
</table>

3. Other Unit Plans

University departments, schools, etc. that are not defined as a Critical or Special Unit Plan are considered to be an Other Unit Plan. Other Unit Plans are encouraged, but are not required, to develop Unit Plans.
D. MEMBERS WITH CRITICAL RESPONSIBILITIES

1. University Incident Commander

The University Incident Commander is a senior member of the Emergency Management Team. The Incident Response Team reports directly to the University Incident Commander who in turn communicates directly with the President and the Emergency Management Team.

The University Incident Commander is in charge of the Incident Response Team. The University Incident Commander is the individual responsible for the command and control of all aspects of the emergency response. The University Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident and assign the proper resources. Clearly the University Incident Commander must have the authority and ability to make quick decisions in an emergency situation.

In his/her absence, only members of the Emergency Management Team can be designated as the University Incident Commander with authorization to fully activate this Emergency Management Plan. Acting University Incident Commanders are as follows:

Table 2.5– University Incident Commander

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mickey West - Principle</td>
</tr>
<tr>
<td>2.</td>
<td>Shift Captain - Alternate</td>
</tr>
</tbody>
</table>

3. Emergency Management Plan Coordinator; Captain Hughes Siffrard

The Emergency Management Plan Coordinator is responsible for the maintenance of the Emergency Management Plan and all relevant documents to include EPA related emergencies and responses. This individual is a key member of the Incident Response Team and must be thoroughly familiar with the Emergency Management Plan. During an emergency the Emergency Management Plan Coordinator consults directly with University Incident Commander and documents the University response to an event.

Emergency Management Plan Coordinator maintains the Emergency Management Plan by performing regular updates to the documentation and by reviewing the required updates made to the Unit Plans. The Emergency Management Plan Coordinator will arrange for semi-annual meetings of the Emergency Management Team and the Incident Response Team. The Emergency Management Plan Coordinator will also arrange for periodic Plan Exercises (at least one Plan Exercises per year).

Emergency Management Plan Coordinator should be knowledgeable of emergency management professional practices. As such he/she should read professional literature, participate in related activities of the local Office of Emergency Management, attend professional seminars and, ideally, obtain professional credentials.

D. OVERALL ORGANIZATION

The following chart illustrates the Emergency Management Plan organization.
Chart 2.1 – EMP Organization Relationships and Primary Responsibilities

**Emergency Management Team (EMT)**
- Makes critical policy decisions (strategic decisions) affecting the University during an emergency
- Reviews and approves all provisions of the EMP

**University Incident Commander**
- A member of the EMT
- In-charge of the IRT
- Makes critical management decisions (tactical decisions) during an emergency
- Confers directly with the President & the EMT during an emergency

**Emergency Management Plan Coordinator**
- Consults directly with the University Incident Commander during an emergency
- Maintains the EMP documentation

**Incident Response Team (IRT)**
-Executes the EMP as directed by the University Incident Commander during an emergency
- Reviews all provisions of the EMP for approval by the EMT

**Unit Plans**
- Critical Unit Plans – Units with important University-wide responsibilities
- Special Unit Plans – Units with important Unit responsibilities
- Other Unit Plans – All other Units of the University

**Response Plans**
- Procedures for specific response activities
A. LEVEL OF RESPONSE

In responding to any emergency it is important for the University Incident Commander to classify severity or level of the event. This plan utilizes the following definitions:

Level 1 – Minor Incident A Minor Incident is defined as a local event with limited impact, which does not affect the overall functioning capacity of the University. Examples would be a contained hazardous material incident, or a limited power outage. The initial responders and/or Campus Safety typically handle the situation.

The University Incident Commander may be notified, but the Emergency Management Plan is not activated (neither the Emergency Management Team nor the Incident Response Team respond).

Level 2 – Emergency Any incident, potential or actual, which seriously disrupts the overall operation of the University. Examples would be a building fire, a civil disturbance, or a widespread power outage of extended duration. The initial responders and/or Campus Safety cannot handle the situation.

The University Incident Commander is notified and the Emergency Management Plan is activated and outside support services may be required.

A major emergency requires activation or partial activation of the Emergency Management Plan (the Incident Response Team is assembled and the Emergency Management Team is consulted). Several Unit Plans respond and outside emergency services may also be involved.

Level 3 – Disaster Any event or occurrence that has taken place and has seriously impaired or halted the operations of the University. Examples would be a hurricane, a damaging tornado or other community-wide emergency. The event would likely disable university operations for at least 24 hours and outside emergency services would not always be available.

In some cases, large numbers of student, staff and faculty casualties and severe property damage may be sustained. A Disaster requires activation of the Emergency Management Plan (the Incident Response Team is assembled and the Emergency Management Team is consulted). Most if not all Unit Plans respond and outside emergency services will likely be involved.
Table 3.1 - Expected Impact

<table>
<thead>
<tr>
<th>Scope</th>
<th>Level – 1</th>
<th>Level – 2</th>
<th>Level – 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Activities</td>
<td>Minimal and localized. Most University activities not impacted</td>
<td>Significant. University activities localized shutdown</td>
<td>Very Significant. University activities shutdown for a period of time</td>
</tr>
<tr>
<td>Faculty, Staff and Students</td>
<td>Site-specific localized impact. - Injuries possible</td>
<td>Site-specific or general impact with possible disruptions. Injuries possible</td>
<td>General impact with probable disruptions. Injuries and possibly fatalities are a serious concern</td>
</tr>
<tr>
<td>Media Coverage</td>
<td>None expected</td>
<td>Limited local coverage</td>
<td>Local, regional and possible national coverage</td>
</tr>
<tr>
<td>Public &amp; Government Concern</td>
<td>Limited</td>
<td>Potential exists for an embarrassing situation. Government agencies may investigate</td>
<td>Potential exists for an embarrassing situation and government investigations or hearings</td>
</tr>
<tr>
<td>IRT involvement</td>
<td>Limited or none</td>
<td>Conditionally involved</td>
<td>Actively involved</td>
</tr>
<tr>
<td>EMT involvement</td>
<td>Probably none</td>
<td>Consulted as needed</td>
<td>Consulted regularly and actively involved</td>
</tr>
</tbody>
</table>

B. PLAN NOTIFICATION AND ACTIVATION

1. Monitoring Responsibilities

The primary responsibility for monitoring emergency threats and events resides with Campus Safety. Campus Safety serves on a continuous 24/7/365 basis and is always available to receive emergency communications from variety of official and public sources, including:

- National Warning System
- National Weather Service (NWS)
- Emergency Broadcast System (EBS)
- State Police
- Local Police, Fire and Emergency Medical Services
- University communication systems
- Emergency telephone calls

Other entities, notably Facilities, will monitor developing weather systems. Such activity however, does not mitigate the responsibility of Campus Safety to serve as the central communications point for all campus threats including weather related emergencies which may develop slowly (severe winter storms, blizzards, hurricanes, etc.) or suddenly (tornadoes, severe thunderstorms, etc.).

2. Notification

Campus Safety has overall responsibility for alerting the appropriate parties. Accordingly, initial responders should always contact Campus Safety immediately. Initial responders may also contact other appropriate entities – such as the Fire Department if a fire breaks out.
In case of any type of emergency, the Campus Safety Shift Supervisor (supervisor in charge) should follow Campus Safety standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Chief of Campus Safety, who should communicate with the University Incident Commander. No one else should attempt to contact the University Incident Commander for purposes of notification. If there is doubt that the University Incident Commander has been contacted then Campus Safety should be contacted for clarification.

Campus Safety will have a list of the Emergency Management Team members and telephone contact information. If the University Incident Commander is not available, Campus Safety will have the priority list of University Incident Commanders and continue to make telephone calls until contact is made.

3. Plan Activation

Plan activation begins at the discretion of the University Incident Commander upon the receipt of information of an emergency event or threat of an emergency. Based on the Campus Safety report, and information obtained from other appropriate entities, the University Incident Commander will declare the level of the emergency and activate the Emergency Management Plan to the extent necessary to control the situation.

Upon activation, the Incident Response Team members will be notified and should report to the designated Emergency Operations Center as directed. The University Incident Commander shall review the circumstances of the emergency with the Emergency Management Team and determine the appropriate response. Attachment B provides general guidelines for responding to specific disasters.

4. Warning

Should it be deemed necessary to warn the university community of an impending threat or emergency situation, Campus Safety is designated to maintain the University Communications Center with the authority to alert warning resources and activities. Based on the initial report, and information obtained from other appropriate entities, the University Incident Commander will declare the level of the emergency.

If either an Emergency or a Disaster (Level 2 or 3) is declared, the Emergency Management Plan will be activated. Upon declaration of an Emergency or Disaster, the Incident Response Team Members needed to respond will be notified and should report immediately to the designated command center location. Emergency Management Team Members will also be notified, they should report as needed and as available.

Predictable events, such as certain meteorological storms, are treated differently from emergency incidents. Facilities is designated to monitor these events on a 24/7/365 basis. The Director of Facilities or his/her designate will contact the University Incident Commander via Campus Safety as necessary.
Chart 3.1 – Plan Activation / Notification

Disaster Event or Threat

- If handled at this level – Event is Documented (LEVEL #1)
- Handled by Initial Responders & Campus Safety
- If unable to handle at this level, Fire/Police/Emergency Notified

University IC Notified By Campus Safety

- If Event handled by Incident Commander – event is Documented (LEVEL #1)
- Handled by University IC
- If IC unable to resolve - Contact/Consultation Emergency Management Team (EMT)

Emergency Management Plan Activated as Necessary (LEVEL #2)

Emergency Management Plan Fully Activated (LEVEL #3)
C. COMMAND POSTS

1. Emergency Command Post

In an isolated emergency (typically a Level 2 Emergency) the University Incident Commander and all summoned Incident Response Team Members will report directly to the Emergency Command Post (ECP). Emergency Management Team Members will also be contacted and may also be present.

The ECP is a designated area near the site of the emergency but located a safe distance from and generally upwind of the emergency site. The University Incident Commander will direct response activities and work assignments from the ECP.

2. Emergency Operations Center

In a campus-wide emergency (typically a Level 3 Disaster) the University Incident Commander and all summoned Incident Response Team Members will report in the Emergency Operations Center (EOC). Emergency Management Team Members will also be contacted and may also be present.

The primary EOC will be continuously maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location in which the Incident Response Team and the Emergency Management Team may gather and assume their role. Response activities and work assignments will be planned, coordinated and delegated from the EOC.

The primary EOC is located at:

Carnegie Hall – Basement Level

If the primary EOC is inaccessible the backup EOC on campus will be located at:

Spence Hall – Student Affairs Administrative Office – Lower Level

If the both EOCs are inaccessible the backup EOC off campus will be located at:

Meharry General Hospital (arrangements and agreements need to be made well in advance of a disaster response need)

D. CAMPUS RECOVERY

After a Disaster where University operations have been shut down the entire campus environment may be dangerous. As illustrated in the following table the first recovery step is to secure the campus and then to secure all University facilities. Only after the environment is safe can restoration efforts begin followed by an orderly reopening of normal University operations.
Chart 3.2
Campus-Wide Emergency Recovery Steps

Campus Safety Inspects Campus

Campus Safe?

Facilities Inspects Buildings

Buildings Safe?

Facilities Conducts Hazard Evaluation, Outside Engineers Contacted

Facilities Assesses & Repairs Damage(s)

Business Services Files Claim(s)

Campus Reopens For Faculty & Staff

Building Content Damage Assessments

Emergency Services Respond to and Injuries & Life-Threatening Situations

As necessary, Police Contacted & Monitor the Situation

Classes Resume
Section IV – Role of Organizational Units

A. REQUIREMENTS OF ALL UNIT PLANS

Unit Plans prepared by all University Units (Departments, Schools, etc.) shall be consistent with the guidelines established in this Emergency Management Plan. Each Unit shall, as appropriately directed, execute that portion of their Unit Plan that may be required to assure optimum endurance and rapid recovery from the effects of an emergency. Deans, directors, department heads and other responsible parties shall at a minimum develop and maintain procedures to accomplish the following:

1. Identify the individuals and alternates to whom the specific responsibilities are assigned:
   a. Unit Plan Execution / Emergency Response.
   b. Unit Plan Maintenance – all Units are required to provide the Emergency Management Plan Coordinator with an updated Unit Plan every year.
   c. Identify a Unit Plan Emergency Management Team.
   d. Identify a Command Post and alternate location where everyone can meet during a crisis situation. The Command Post will need to have sufficient room, chairs, workspace, telephone access and flipchart or blackboard.

2. Develop procedures for communicating within the Unit.
   a. Current emergency call roster for the Team Members.
   b. Contact list for all Unit Faculty and Staff.

3. Identify all life safety threats. Be certain that all Faculty and Staff review and understand the safety procedures defined in the Incident Response Plan.

4. Identify important assets and how to protect them in an emergency situation.
   a. Assets include physical items of value and data information.
   b. Assign individuals (or other units) to secure physical assets.
   c. Assign individuals to be responsible for vital records.
   d. Assist with building content damage assessments.

5. As appropriate identify disaster-specific Response Plans to maintain and restore services that are critical to the University.

6. Identify and document (contact names, location, telephone numbers, email address, etc.) subcontractors, suppliers and service providers that may be needed in an emergency situation.

7. Identify critical reliance on other Units.

8. Provide training for new hires as necessary.

9. Communicating assignments to all staff.

Attachment A presents a standardized template for use by each Unit Plan.
The following roles are assigned to organizational Units with critical or special functions:

B. PUBLIC RELATIONS

- Coordination of all information disseminated to the press and the public.
- Provide for a consistent “one-voice” to the news media and all other interested parties.
- Provide for rumor control and emergency communications.
- Assign specific individuals (primary & alternate) to disseminate information, specify emergency response steps and maintain contact with the following:
  - News media (TV, Newspapers, etc.)
  - Government agencies and civil authorities
  - Financial relationships
  - Faculty and staff
  - Students
  - Parents
  - University Emergency Hotline

C. CAMPUS SAFETY

- Preserve law and order, and campus safety
  - Monitor and disseminate warnings and threats
  - Provide traffic and crowd control
- Direct evacuation efforts
- Control access to buildings and scene of the disaster
- Interface and coordinate with Local, County and State Police entities to implement mutual assistance agreements
- Maintain the University Communications Center on a continuous basis
D. FACILITIES & ENVIRONMENTAL HEALTH & SAFETY

- Develop and maintain building evacuation plans
- Provide for the structural Campus Safety of buildings
- Provide utility services and, as necessary, shut down utility services
- Provide for emergency water and sanitation
- In the event of a pending emergency, secure the campus grounds and building envelopes
- Distribute supplies to Faculty and Staff to secure building contents
- Clearance of debris removal of debris
- Conduct building damage assessments / determine if buildings are safe
- Repair buildings
- Maintain the Emergency Operations Center
- Assist in damage assessment and building condition reports
- Maintain information on the content and location of radiological, chemical, biological and fire safety hazards
- Provide for emergency response to HAZMAT release

FINANCE & BUSINESS SERVICES

- Together with Human Resources, maintain the continuity of Payroll Processing Services
- Ensure that emergency funds are available for expenditure as university priorities change during periods of crisis
- Facilitate emergency procurement of goods and services
- Maintain accurate financial and administrative records in periods of changing priorities and emergency decisions
• Assess the value of University property – buildings, building contents and other University assets

• Secure appropriate insurance documentation and submission of claims.

• Collect & analyze damage assessment reports

• Evaluation of damaged assets

E. ADMINISTRATIVE SERVICES

• Provide ongoing legal advice

• Provide for emergency transportation of students

• Provide for emergency transportation and/or parking for essential personnel

• Develop plans to reschedule classes

• Provide for emergency food service operations

• Maintain Mail Service operations

• Assist with the identification of alternative locations for critical housing and academic functions

F. INFORMATION TECHNOLOGY (IT)

• Maintain the operation of voice, intranet, data, video and wireless communications services

• Develop policy to provide for the coordination of radio and telephone systems

• Implement proper backup controls and redundancies to maintain critical services

  • Properly document all hardware and its configuration; develop a plan for hardware replacement and setup

  • Develop adequate information Campus Safety controls

• Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location
Emergency Management Plan

- As necessary develop and maintain a plan to perform critical applications at a remote site

G. ACADEMIC AFFAIRS

- Develop procedures to communicate with and account for teaching faculty in emergency situations
- Develop plans to identify alternate facilities where University activities can be conducted in the event of the destruction, disablement or denial of access to existing facilities
- Identify and prioritize critical support services and systems
- Identify and ensure recovery of critical assets

H. STUDENT LIFE & RESIDENCE LIFE

- Implement a comprehensive program for emergency shelter for students currently housed in the on-campus facilities
- Coordinate with local agencies and support organizations to provide shelter alternatives for off campus students.
- Provide student crisis counseling services
- Develop procedures to communicate with and account for students in emergency situations

I. HUMAN RESOURCES (HR)

- Together with Finance & Administration, maintain the continuity of Payroll Processing Services
- Maintain the continuity of critical Employee Benefit Services
- Provide for employee counseling
- In a post disaster community-wide disaster:
  - Assess Faculty and Staff availability
  - Assist with the appropriation of personnel
• Assist Faculty and Staff with survival needs – food, water, shelter, etc.

• Assist employees with work recovery needs – psychological help, day care center, local transportation, time off for personal needs, etc.

J. STUDENT HEALTH SERVICES (Provided at Me Harry General Hospital)

K. ATHLETICS
• Develop and maintain plans for crowd control during athletic events
• Develop plan for evacuating athletic facilities during athletic events
• Together with Campus Safety develop plans for ensuring that no weapons or dangerous materials are present during any athletic event
• Develop emergency plan to use athletic facilities as a shelter during and after an emergency

L. LIBRARY
▪ Identify and assist with the evaluation of library assets – books, collections, etc.
▪ Develop plans and procedures to protect critical library assets

M. ART GALLERY
▪ Identify and assist with the evaluation of museum assets – art works, collections, etc.
▪ Develop plans and procedures to protect critical museum assets

RESEARCH
▪ Identify and prioritize critical support services and systems
▪ Identify and develop plans for the securing of dangerous research materials
▪ Develop plans and procedures to protect critical research assets
▪ For special assets (research animals, environmental sensitive materials, etc.) develop backup plans for electrical and other required basic services

N. STUDENT ENGAGEMENT
• Develop emergency plan to use the student center as a shelter during and after an emergency
O. FOOD SERVICES

- Develop emergency plan to feed and nourish students/faculty/staff for events on campus that result in; no power, no shelter, no utensils, etc. for at least a ten (10) day period.
Overall Incident Response Plan Attachment “C”

A. Purpose

The purpose of this Incident Response Plan is to provide important information in the event an emergency or natural disaster that occurs within the University or the general area that impacts academic and other operations. Together with the other emergency plans developed by this institution, this plan will assist in anticipating emergencies and help initiate the appropriate response to greatly lessen the extent of injuries and limit equipment, material, and property damage.

This Incident Response Plan is designed for use by faculty, staff and other early responders. Ongoing and overall University emergency response operations are defined in the Emergency Management Plan.

B. Mission

The mission of the University with respect to emergency response is to safeguard the lives of faculty, staff, and students, to lessen the extent of personal injuries that may occur, and to protect assets in the event of an emergency or natural disaster.

C. Assessment of Critical Emergency Functions/Services

Even in times of emergencies or natural disasters, certain University functions must continue to operate and provide basic services to faculty, staff, and students. Depending upon the emergency or situation, the services provided may be operated at a reduced level.

The President and Executive Staff will annually review the functions and services provided by the institution and establish which are critical to the continued operation of the University. Maintaining these critical functions/services are addressed in this and other emergency documents prepared by the University.

D. University Incident Commander

The Incident Response Plan for the University operates under the “Incident Command System” – a system utilized by FEMA and many other organizations. Under this system a single Incident Commander directs all University resources. Although the University Incident Commander may consult with other individuals, it is imperative that all employees follow the decisions made by the University Incident Commander(1).
As necessary the University Incident Commander will relinquish Incident Command to Civil Authorities.

The University Incident Commander is the highest available individual on the following list:

**Incident Commander**

1. Mickey West  
2. Shift Captain

**E. Communications**

*Plan Activation*

In case of any type of campus emergency individuals making the discovery should first move to a safe location and then contact Campus Safety. The Campus Safety Officer should follow standard operating procedures contacting Civil Authorities (Police, Fire, etc.) as necessary. If the emergency warrants, he/she should also communicate immediately with the Incident Commander. The University Incident Commander will assess the situation and direct Campus Safety to contact and summon the necessary University and other resources required to contain and control the emergency.

*Emergency Situation*

During school hours emergency information is communicated by either a Fire Alarm (indicating the need to perform a Facility Evacuation) or by a Siren (indicating the need to perform an Emergency Lockdown). At this point, no siren is available on campus, thus a lockdown must be originated utilizing radio communications, “a phone tree”, or physical response to lockdown areas. Emergency information can also be communicated by intercom and “alert emails”. Communications with parents is typically conducted by personal telephone when necessary.

*Outside Communications*

The University Incident Commander and Public Relations will draft and communicate any necessary messages to parents. Mechanisms for communication should include a University Hotline (primary method to retrieve general emergency information), email (primary method to disseminate general emergency information), University web-site, TV, radio and personal telephone call (for individual student information).

*Media Communications*
Communication procedures are detailed in the Emergency Management Plan and in the Public Relations department plan. Only individuals designated in the Emergency Management Plan should speak with the news media. NOTE: It is imperative to control the media’s access to grounds and facilities. As such – an area specifically zoned for media should be reserved and controlled. Press conferences should be scheduled routinely that provides the media with only that information necessary as determined by the Communications Department.

F. Emergency Lockdown

There are a number of emergency situations where an evacuation of a building and/or classroom is not advisable – hostile intruder, active shooter, hazardous gas, vapor or liquid release outside, terrorist attack, etc.

Communications

- An emergency lockdown should be announced by intercom or other voice communication. This may include a “phone tree”, email or even physical response to the site locations.
- If a situation that may require an Emergency Lockdown is discovered, the individual making the discovery shall immediately contact the University Incident Commander and provide as much information as possible.
- Fire evacuation alarms are NOT to be sounded in lockdown circumstances.

Procedures

- Lock classroom and other doors
- Close windows & window treatments
- Turn off lights
- Everyone is to remain quiet and NOT enter hallways
- Should the fire alarm sound, do not evacuate the building unless:
  - You have first-hand knowledge that there is a fire in the building, or
  - You have been advised by a Police/Campus Safety to evacuate the building, or
  - There is imminent danger in the immediate area.
- Crouch down in areas that are out of sight from doors and windows
- Students in hallways are to seek shelter in the nearest classroom
- Students in outdoor areas should immediately take cover.
Evacuation Procedures

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff and students are to assemble in designated areas. Evacuation orders may be given for multiple purposes.

1. Become familiar with your work area and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic but walk quickly to the closest emergency exit.
4. Do not use elevators. Do not use cell phones.
5. Walk in a single file to the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance in evacuation should proceed to stairwell entrance area and wait for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
10. No one is to return to the building until permission is granted by the University Incident Commander.
Hazardous Release

Procedures to be followed:

- If a hazardous substance is discovered on the campus, the individual shall immediately contact Campus Safety and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Exposed individuals should quarantine themselves at a safe location.

- If a telephone call or information is received stating HAZMAT material is somewhere on the campus:
  - Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller’s voice, to include male/female, accent, age, etc., and the possible location.
  - Recipient does not hang up the phone when the call is completed. Keep the line open or place it on "hold".
  - Recipient immediately contacts Campus Safety and advises him/her of the call, and provides a detailed written text.
  - In addition to contacting the University Incident Commander, Campus Safety will call 911 advising local fire/HAZMAT authorities of the situation and request local emergency services assistance. Fire/HAZMAT authorities should be updated of the situation upon their arrival. Law enforcement officials should be sent to initiate any police actions.
  - The University Incident Commander will direct that the affected area be evacuated and isolated.
    - When necessary and as directed, Faculty and Staff will inform students and Faculty & Staff of the situation and ask them to leave all personal belongings, to include books, backpacks and coats in the isolated area and evacuate the room or area that is potentially affected.
    - Faculty and office staff should be the last to leave the area/classroom and should conduct a quick review to assure the isolated area is evacuated.
  - Campus Safety will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.
  - All students, faculty, and staff will vacate all affected areas and move into a safe location as designated by officials on site.
  - When necessary, Facilities will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.
  - Once fire/HAZMAT authorities arrive, the University Incident Commander will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.
The fire/HAZMAT authorities will notify the University Incident Commander when reentry to the isolated area can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the fire/HAZMAT authorities.

If a hazardous release occurs outdoors on the campus grounds or at a nearby location that may affect the campus, the following procedures will be taken:

- An Emergency Lockdown order will be issued
- Facilities will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.
ATTACHMENT 1

Securing Work Areas – Checklists

Campus Closing Checklist – Flood Threat

☐ In the event that the University suspends normal operations in response to the threat of a tropical storm or other rain/flood event, the following activities must be carried out in each unit prior to Faculty & Staff being released.

1. ☐ Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.
2. ☐ Unplug computers, printers and other electrical appliances.
3. ☐ Ground floor occupants in buildings subject to flooding:
   - Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
   - Move all equipment, books, papers and other valuables off the floor to locations safe from flooding.
   - If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   - If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
4. ☐ In lab areas:
   - In lab areas subject to flooding, store sensitive apparatus and glassware.
   - Attend to critical utility-dependent processes and make arrangements for back-up supply.
   - Assure all hazardous and biohazards materials and wastes are properly protected.
5. ☐ Check contents of refrigerators and set to coldest setting.
6. ☐ Empty trash receptacles of items likely to rot.
7. ☐ Take home all personal items of value.
8. ☐ Close and latch all windows. Close and lock all doors.
9. ☐ Stay tuned to the radio/television for additional information, or call the University Hotline.
10. ☐ Other: ____________________________________________
11. ☐ Other: ____________________________________________
12. ☐ Other: ____________________________________________
13. ☐ Other: ____________________________________________
Campus Closing Checklist – Wind & Flood (Hurricane) Threat

☐ *In the event that the University suspends normal operations in response to the threat of a hurricane or other severe wind and/or flood event the following activities must be carried out in each unit prior to Faculty & Staff being released.*

1. ☐ Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.

2. ☐ Unplug computers, printers and other electrical appliances.

3. ☐ All occupants:
   - Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
   - Move all equipment, books, papers and other valuables away from windows, off the floor, and to interior areas of the building. *(Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).*
   - For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. *(Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).*
   - Cover and secure or encase and seal equipment and other valuables with plastic.
   - Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
   - Close and latch (or secure with tape) all filing cabinets.
   - To the extent possible, turn bookcases, shelving units, etc. around to face walls.
   - Place telephones in desk drawers. Leave telephones plugged in *(you will be able to receive emergency messages).*

4. ☐ In lab areas:
   - Store sensitive apparatus and glassware.
   - Attend to critical utility-dependent processes and make arrangements for back-up supply.
   - Assure all hazardous and biohazards materials and wastes are properly protected.

5. ☐ Check contents of refrigerators and set to coldest setting.

6. ☐ Empty trash receptacles of items likely to rot.

7. ☐ Take home all personal items of value.

8. ☐ Close and latch all windows. Close and lock all doors.

9. ☐ Stay tuned to the radio/television for additional information, or call the University Hotline.

10. ☐ Other: ________________________________

11. ☐ Other: ________________________________

12. ☐ Other: ________________________________

13. ☐ Other: ________________________________
Initial Damage Assessment – Offices, Rooms, etc.

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# Initial Damage Assessment – Labs

Building _______ Lab _______ Inspected By ________________________ Date __________

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ATTACHMENT 3
Contact Information

EMERGENCY MANAGEMENT TEAM

- President
- Provost
- Vice President for Administration and Finance –
- Vice President of Student Engagement and Enrollment Management
- Vice President of University Access and Information
- Legal Counsel - Stacey Garrett
- Communications – Greg Bryant
- Executive Assistant to the President - Sherry Rucker
- Current Student Government President

INCIDENT RESPONSE COMMANDER LIST

1. Mickey West - Primary
2. Shift Captain, Alternate

INCIDENT RESPONSE TEAM

<table>
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<th>Area of Responsibility</th>
<th>Primary Member</th>
<th>Alternate</th>
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<tr>
<td>INCIDENT RESPONSE COMMANDER</td>
<td>Mickey West</td>
<td>Shift Captain</td>
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<tr>
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<td>Mickey West</td>
<td>Shift Captain</td>
</tr>
<tr>
<td>Facilities, Environmental Health/Safety</td>
<td>Norman Rapp</td>
<td>Michael Ricketts</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Rodney Hanley</td>
<td></td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Natara Garvin</td>
<td>Christopher Duke</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Drew Jenkins</td>
<td></td>
</tr>
<tr>
<td>Finance &amp; Administrations</td>
<td>Warren Irons</td>
<td>Lola Brown</td>
</tr>
<tr>
<td>Human Resources</td>
<td>JaCenda Davidson</td>
<td></td>
</tr>
<tr>
<td>Student Health Services</td>
<td>Located off campus at General Hospital</td>
<td></td>
</tr>
<tr>
<td>Counseling Services</td>
<td>Sheila Peters</td>
<td></td>
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<tr>
<td>Food Services</td>
<td>Food Services</td>
<td></td>
</tr>
</tbody>
</table>

ATTACHMENT D
Contact Information
EMERGENCY MANAGEMENT TEAM MEMBERS

President
Dr. Kevin Rome
615-329-8555

Director of Campus Safety
Mickey West 615-438-8942
"INCIDENT RESPONSE COMMANDER"

Provost
Rodney Hanley
615-329-8681

V.P. Finance, Administration & Business
Willie Hughey
615-339-8660

Enrollment Management
Vacant

Director of Information Technology
Chris Estes
615-329-8690

Legal Counsel
Stacey Garrett-Sujo
615-512-3177

Executive Assistant to the President
Sherri Rucker
615-329-8555

Communications
Raymond Wade
228-919-0999

Student Government President
Or Representative
CRITICAL EMERGENCY NUMBERS

Office of Campus Safety: 615-329-8777 or 615-329-8778

Emergency Hot Line: Not available at the time of this report

OUTSIDE EMERGENCY SERVICES

- Police: 911 or 862-8600
- Fire: 911
- Ambulance: 911
- Poison: 936-2034
- Hazmat: 862-8600 or 1-800-467-4922
- FBI: 292-5159
- Homeland Security: 736-5861

OTHER OUTSIDE IMPORTANT NUMBERS

- TV Stations
  - Channel 2: 369-7222
  - Channel 4: 353-4444
  - Channel 5: 244-5000
  - Channel 17: 244-1717
  - Radio: 754-4633
  - Newspaper: 259-8000

- Medical
  - General: 341-4357
  - Baptist: 284-5555 or 284-8484
  - Vanderbilt: 322-0160
  - St. Thomas: 222-6733
  - Matthew Walker Clinic: 327-9400
  - Lentz Health Department: 340-5616
  - State Medical Examiner: 743-1800

- Utilities
  - Electric: 234-0000 or 747-3981
  - Water: 862-4600
  - Solid Waste: 862-4600 or 862-8971
  - Sewer: 862-4600
  - Natural Gas: 734-1400 or 734-0734
  - Public Works: 862-8670
# Emergency Management Plan

## EMERGENCY MANAGEMENT TEAM MEMBERS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Home Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td>615-329-8555</td>
<td></td>
<td>Cell</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home Phone M</td>
<td></td>
<td>Cell</td>
</tr>
<tr>
<td>Executive Asst. President</td>
<td>Sherri Rucker</td>
<td>615-329-8555</td>
<td></td>
<td>Cell</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home Phone M</td>
<td></td>
<td>Cell</td>
</tr>
<tr>
<td>CFO/CAO</td>
<td></td>
<td>615-329-8663</td>
<td></td>
<td>Cell</td>
</tr>
<tr>
<td></td>
<td>Lola Brown</td>
<td>615-329-8808</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Home Phone M</td>
<td></td>
<td>Cell</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Rodney Hanley</td>
<td>615-329-8681</td>
<td></td>
<td>Cell</td>
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<td></td>
<td></td>
<td>Home Phone M</td>
<td></td>
<td>Cell</td>
</tr>
<tr>
<td></td>
<td>Shelia Peters</td>
<td>615-329-8681</td>
<td></td>
<td>Cell</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home Phone M</td>
<td></td>
<td>Cell</td>
</tr>
<tr>
<td>VP of Student Eng/Enroll</td>
<td></td>
<td>615-329-8497</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>VP University Access/Info.</td>
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<td></td>
<td>Home Phone M</td>
<td></td>
<td>Cell</td>
</tr>
<tr>
<td>University Legal Counsel</td>
<td>Stacey Garrett-Koju</td>
<td>615-512-3327</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home Phone M</td>
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<td></td>
<td></td>
<td>Office Phone M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>Raymond Wade</td>
<td>615-491-1062</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Home Phone M</td>
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<tr>
<td>Student Government President</td>
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## INCIDENT RESPONSE TEAM MEMBERS

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Cell</th>
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</thead>
<tbody>
<tr>
<td>Incident Response Team Commander</td>
<td>Mickey West</td>
<td>615-329-8680</td>
<td>615-438-4942</td>
</tr>
<tr>
<td>Director of Campus Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Facilities/Environmental Safety</td>
<td>Norman Rapp</td>
<td>615-329-8719</td>
<td>615-456-9015</td>
</tr>
<tr>
<td></td>
<td></td>
<td>615-865-6499</td>
<td></td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Rodney Hanley</td>
<td>615-329-8689</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Student Life</td>
<td>Natara Garvin</td>
<td>615-329-8643</td>
<td>615-481-7271</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Christopher Duke</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>JaCenda Davidson</td>
<td>615-329-329-8712</td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td>Food Services</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Counseling Services</td>
<td>Sheila Peters</td>
<td>615-329-8776</td>
<td></td>
</tr>
</tbody>
</table>

- **Meharry Medical College**: (Have radio frequency with Meharry)
  - **Contact**: Chief Theresa McKinnon
  - **Phone**: 615-327-6254
  - **Email**: tmckinnon@mmc.edu

- **Tennessee State University**
  - **Contact**: Chief Anthony Carter
  - **Phone**: 615-963-5171
  - **Email**: acarter@tnstate.edu

- **Metro Nashville Fire Department**
  - **Contact**: Acting Chief Jerry Smith, Special Hazards Bureau
  - **Phone**: 615-862-5421
  - **Email**: jerry.smith@nashville.gov
• Metro Nashville Police Department  
  Contact: ECU Emergency Contingency Unit, Lt. Floyd Hyde  
  Phone: 615-880-3015  
  Email: floyd.hyde@nashville.gov

• Tennessee Department of Environmental Control and Conservation  
  Contact: Robert Miles  
  Phone: 615-532-9195  
  Email: Robert.miles@state.tn.us

• Toxic Chemical and Radioactive Bureau  
  Phone: 615-687-7000

• Office of Emergency Management  
  Contact: Melissa Phillips (Operations and Field Coordinator)  
  Phone: 615-880-2962  
  Email: Melissa.phillips@nashville.gov

• State of Tennessee Emergency Response Commission  
  Contact: Rhonda Paxton TEMA  
  Phone: 615-741-9907  
  Email: rpaxton@tnema.org
ATTACHMENT A

Unit Plan Template
OFFICE OF ADMINISTRATIVE SERVICES

Please Note: Each identified “Critical Unit” and “Special Unit” must complete their own department-specific plan using the enclosed template and return to
– Mickey West (Campus Safety Director)
ASSIGNMENT OF RESPONSIBILITY

The individuals responsible for the development and execution of this Unit Plan are as follows:

Head of Unit Plan

1. ____________________________

2. ____________________________

Plan Development & Maintenance

1. ____________________________

2. ____________________________

Plan Contact & Activation

1. ____________________________

2. ____________________________
Representatives on the Incident Response Team (if applicable)

1. 

2. 

Unit Plan Emergency Management Team

1. 

2. 

3. Lola Brown

4. 

Deadlines

<table>
<thead>
<tr>
<th>ANNUAL UPDATE ACTIVITIES</th>
<th>PERSON RESPONSIBLE</th>
<th>Completion DATE</th>
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<tbody>
<tr>
<td>Attend Annual Training Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Unit Review Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Unit Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notify Facilities of any building leaks or breaches in building integrity in your area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish contracts with suppliers &amp; vendors for specialized recovery operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribute copies of the updated Unit Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forward a copy of the updated Unit Plan to the Emergency Management Plan Coordinator</td>
<td></td>
<td></td>
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</table>
STAFFING ASSIGNMENTS

The following critical functions, services, equipment and records have been determined to be essential for the effective recovery, restoration and resumption of this Unit:

Critical Operations

<table>
<thead>
<tr>
<th>Operation</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes No N/A</td>
</tr>
<tr>
<td>1. Human Resources</td>
<td>JaCenda Davidson</td>
<td></td>
</tr>
<tr>
<td>2. Facilities &amp; Grounds</td>
<td>Norman Rapp</td>
<td></td>
</tr>
<tr>
<td>3. Post Office</td>
<td>Stanuta Buliga</td>
<td></td>
</tr>
<tr>
<td>4. Emergency Management</td>
<td>Mickey West</td>
<td></td>
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</tbody>
</table>

Critical Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes No N/A</td>
</tr>
<tr>
<td>1. Emergency Management</td>
<td>Mickey West</td>
<td></td>
</tr>
<tr>
<td>2. Safeguarding Employees</td>
<td>JaCenda Davidson</td>
<td></td>
</tr>
<tr>
<td>Managing human assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Safeguarding &amp; securing</td>
<td>Norman Rapp</td>
<td></td>
</tr>
<tr>
<td>Physical facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Safeguarding campus &amp;</td>
<td>Mickey West</td>
<td></td>
</tr>
<tr>
<td>Safety of campus constituencies</td>
<td>Timmy Wells</td>
<td></td>
</tr>
</tbody>
</table>

As necessary, develop, maintain and attach Response Plans that identify personnel and procedures to maintain and restore critical services provided to the University. (Insert as Attachment #2)
### Critical Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Primary</td>
</tr>
<tr>
<td>1.</td>
<td>Computers/printers</td>
<td>Individuals</td>
</tr>
<tr>
<td>2.</td>
<td>Files</td>
<td>Lola Brown</td>
</tr>
<tr>
<td>3.</td>
<td>Contact Lists (EMT &amp; IRT)</td>
<td>Lola Brown</td>
</tr>
<tr>
<td>4.</td>
<td>Keys</td>
<td>Norman Rapp</td>
</tr>
</tbody>
</table>

### Vital Records

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Primary</td>
</tr>
<tr>
<td>1. Maintenance</td>
<td>Lola Brown</td>
<td>□ □ □ □</td>
</tr>
<tr>
<td>2. Off Site Storage*</td>
<td>Lola Brown</td>
<td>□ □ □ □</td>
</tr>
<tr>
<td>3. Emergency/Storm Protection</td>
<td>Lola Brown</td>
<td>□ □ □ □</td>
</tr>
</tbody>
</table>

* Location of Off-Site records Richards & Richards Document Storage
  Computer data (refer to IT backup plan)
  ADP Payroll Records – ADP, Atlanta, GA

### Important Notes:

- The Information Technology Department secures all electronic records for information saved on the University network.

- Individual Faculty & Staff are responsible for securing electronic information that is not secured on the University network.
Plan Activation

A. Alert.

Campus Safety will alert all Units in the event of an emergency situation or a pending emergency situation. (See the University Emergency Management Plan)

Meet.

The Head of the Unit Plan will conduct a meeting of the Unit Plan Emergency Management Team for their department. In the event of an emergency situation or pending emergency situation the Unit Plan Emergency Management Team will assemble at the following location:

1. Primary: Carnegie Hall Basement

If the Primary Site is disabled or inaccessible the Unit Plan Emergency Management Team will assemble at the following Alternate Command Post location:

2. Alternate: Cravath Hall

Prepare.

Event Preparation Steps will be taken as directed.

Survive.

During the emergency focus on life safety matters

Recover.

After the emergency:

1. Conduct a damage assessment
2. Clean-up work areas
STORM PREPARATION STEPS

Campus Safety will secure the Campus

Facilities will secure building envelopes and outdoor assets.

Each Unit is responsible for securing their building contents as follows:

Faculty & Staff are responsible for securing their work areas / offices.

Assignments for securing Common Areas, Labs, Special Equipment, etc. are as follows:

<table>
<thead>
<tr>
<th>Area, Equipment, Lab, etc.</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary</td>
<td>Alternate</td>
</tr>
<tr>
<td>1. Close &amp; latch windows</td>
<td>Individuals</td>
<td></td>
</tr>
<tr>
<td>2. Back up computers</td>
<td>IT</td>
<td>Lola Brown</td>
</tr>
<tr>
<td>3. Unplug computers</td>
<td>Individuals</td>
<td>Lola Brown</td>
</tr>
<tr>
<td></td>
<td>Printers, fax, etc.</td>
<td></td>
</tr>
<tr>
<td>4. Secure files</td>
<td>Individuals</td>
<td></td>
</tr>
<tr>
<td>5. Secure emergency contact</td>
<td>Lola Brown</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lists for all staff (name, phone and address)</td>
<td></td>
</tr>
<tr>
<td>6. Stay tuned to emergency</td>
<td></td>
<td>Lola Brown</td>
</tr>
<tr>
<td></td>
<td>alerts to update others</td>
<td></td>
</tr>
<tr>
<td>7. Relocate computer</td>
<td>Lola Brown</td>
<td></td>
</tr>
<tr>
<td></td>
<td>equipment (if necessary)</td>
<td></td>
</tr>
</tbody>
</table>

Staff members responsible for distribution supplies received from Facilities:

Primary  Lola Brown
Alternate
Units that have extensive preparation steps (Facilities, EH&S, Campus Safety, and others) will need to develop, maintain and attach Response Plans that identify personnel, procedures and a timetable to secure University assets and to maintain critical services. (Insert as Attachment #2)

Campus Closing Checklist – Flood Threat

☐ In the event that the University suspends normal operations in response to the threat of a storm or other rain/flood event, the following activities must be carried out in each unit prior to employees being released.

1. ☐ Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.
2. ☐ Unplug computers, printers and other electrical appliances.
3. ☐ Ground floor occupants in buildings subject to flooding:
   - Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
   - Move all equipment, books, papers and other valuables off the floor to locations safe from flooding.
   - If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   - If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
4. ☐ In lab areas:
   - In lab areas subject to flooding, store sensitive apparatus and glassware.
   - Attend to critical utility-dependent processes and make arrangements for back-up supply.
   - Assure all hazardous and biohazards materials and wastes are properly protected.
5. ☐ Check contents of refrigerators and set to coldest setting.
6. ☐ Empty trash receptacles of items likely to rot.
7. ☐ Take home all personal items of value.
8. ☐ Close and latch all windows. Close and lock all doors.
9. ☐ Stay tuned to the radio/television for additional information, or call the University Hotline.
10. ☐ Other: _______________________________________________________
11. ☐ Other: _______________________________________________________
12. ☐ Other: _______________________________________________________
13. ☐ Other: _______________________________________________________
Campus Closing Checklist – Wind & Flood (Tornado) Threat

In the event that the University suspends normal operations in response to the threat of a tornado or other severe wind and/or flood event the following activities must be carried out in each unit prior to employees being released.

1. □ Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.
2. □ Unplug computers, printers and other electrical appliances.
3. □ All occupants:
   - Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
   - Move all equipment, books, papers and other valuables away from windows, off the floor, and to interior areas of the building. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   - For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   - Cover and secure or encase and seal equipment and other valuables with plastic.
   - Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
   - Close and latch (or secure with tape) all filing cabinets.
   - To the extent possible, turn bookcases, shelving units, etc. around to face walls.
   - Place telephones in desk drawers. Leave telephones plugged in (you will be able to receive emergency messages).
4. □ In lab areas:
   - Store sensitive apparatus and glassware.
   - Attend to critical utility-dependent processes and make arrangements for back-up supply.
   - Assure all hazardous and biohazards materials and wastes are properly protected.
5. □ Check contents of refrigerators and set to coldest setting.
6. □ Empty trash receptacles of items likely to rot.
7. □ Take home all personal items of value.
8. □ Close and latch all windows. Close and lock all doors.
9. □ Stay tuned to the radio/television for additional information, or call the University Hotline.
10. □ Other: ____________________________________________________________
11. □ Other: ____________________________________________________________
12. □ Other: ____________________________________________________________
13. □ Other: ____________________________________________________________
DAMAGE ASSESSMENT

Once the disaster event is over the following actions will take place:

1. Campus Safety will determine if the campus is safe.

2. Facilities will determine if buildings are safe and complete damage assessment reports for each building.

3. Faculty & staff will be instructed to assist with the restoration of university operations by completing the following damage assessment reports for building contents.

Units that have extensive recovery steps (Facilities, EH&S, Campus Safety, and others) will need to develop, maintain and attach Response Plans that identify personnel, procedures and a timetable to restore critical services. (Insert as Attachment #2)
## Initial Damage Assessment – Offices, Rooms, etc.

Building ________ Room ________ Inspected By _____________________ Date _____________

<table>
<thead>
<tr>
<th>Category</th>
<th>Condition</th>
<th>Priority</th>
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</thead>
<tbody>
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<tr>
<td>Computers</td>
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<tr>
<td>Printers</td>
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<tr>
<td>Monitors</td>
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<td>Peripherals</td>
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<td>Calculators</td>
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<td>Other</td>
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<td>Communications</td>
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<td>Telephones</td>
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<td>Two-way Radios</td>
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<td>Fax Machines</td>
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<td>Switchboard</td>
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<td>E-mail</td>
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<td>Other</td>
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<td>Furniture</td>
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</tr>
<tr>
<td>Chairs</td>
<td></td>
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</tr>
<tr>
<td>Desks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credenzas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Initial Damage Assessment – Labs**

Building ______ Lab ______ Inspected By ________________________ Date __________

<table>
<thead>
<tr>
<th>Category</th>
<th>Condition</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Substances</td>
<td></td>
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<tr>
<td>Radioactive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gasses</td>
<td></td>
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<tr>
<td>Flammable Materials</td>
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</tr>
<tr>
<td>Biological</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spills</td>
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<td></td>
</tr>
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<td>Power</td>
<td></td>
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<tr>
<td>Temperature Sensitive</td>
<td></td>
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<tr>
<td>Ventilation Control</td>
<td></td>
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</tr>
<tr>
<td>Laser</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT A

Unit Plan Template
POST OFFICE – MAIL SERVICES

Please Note: Each identified “Critical Unit” and “Special Unit” must complete their own department-specific plan using the enclosed template and return to Mickey West, Director of Campus Safety
FISK UNIVERSITY

EMERGENCY MANAGEMENT PLAN

DEPARTMENT NAME: Post Office

UNIT PLAN
ASSIGNMENT OF RESPONSIBILITY

The individuals responsible for the development and execution of this Unit Plan are as follows:

Head of Unit Plan

1. Stanuta Buliga
2. 

Plan Development & Maintenance

1. Stanuta Buliga
2. 

Plan Contact & Activation

1. Stanuta Buliga
2. 

Representatives on the Incident Response Team (if applicable)

1. Stanuta Buliga
2. 

Unit Plan Emergency Management Team

1. Stanuta Buliga
2. 

## Deadlines

<table>
<thead>
<tr>
<th>ANNUAL UPDATE ACTIVITIES</th>
<th>PERSON RESPONSIBLE</th>
<th>Completion DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend Annual Training Meeting</td>
<td>S. Buliga</td>
<td></td>
</tr>
<tr>
<td>Schedule Unit Review Meeting</td>
<td>S. Buliga</td>
<td></td>
</tr>
<tr>
<td>Update Unit Plan</td>
<td>S. Buliga</td>
<td></td>
</tr>
<tr>
<td>Notify Facilities of any building leaks or breaches in building integrity in your area</td>
<td>S. Buliga</td>
<td></td>
</tr>
<tr>
<td>Establish contracts with suppliers &amp; vendors for specialized recovery operations</td>
<td>S. Buliga</td>
<td></td>
</tr>
<tr>
<td>Distribute copies of the updated Unit Plan</td>
<td>S. Buliga</td>
<td></td>
</tr>
<tr>
<td>Forward a copy of the updated Unit Plan to the Emergency Management Plan Coordinator</td>
<td>S. Buliga</td>
<td></td>
</tr>
</tbody>
</table>
The following critical functions, services, equipment and records have been determined to be essential for the effective recovery, restoration and resumption of this Unit:

### Critical Operations

<table>
<thead>
<tr>
<th>Operation</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Primary</td>
</tr>
<tr>
<td>1. Daily operations to include receiving and distributing mail to the Fisk campus</td>
<td>S. Buliga</td>
<td></td>
</tr>
</tbody>
</table>

### Critical Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Primary</td>
</tr>
<tr>
<td>1. Receiving all incoming mail and packages</td>
<td>S. Buliga</td>
<td></td>
</tr>
</tbody>
</table>

As necessary, develop, maintain and attach Response Plans that identify personnel and procedures to maintain and restore critical services provided to the University. (Insert as Attachment #2)

### Critical Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Primary</td>
</tr>
<tr>
<td>1. Dex/Neopost mailing and</td>
<td>S. Buliga</td>
<td></td>
</tr>
</tbody>
</table>
Emergency Management Plan

tracking system

2. Mail pieces currently in house
   S. Buliga

3. ____________________________ ____________________________

4. ____________________________ ____________________________

Vital Records

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maintenance</td>
<td>S. Buliga</td>
<td></td>
</tr>
<tr>
<td>2. Off Site Storage*</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>3. Emergency/Storm Protection</td>
<td>S. Buliga</td>
<td></td>
</tr>
</tbody>
</table>

* Location of Off-Site records: N/A

Important Notes:

- The Information Technology Department secures all electronic records for information saved on the University network.
- Individual Faculty & Staff are responsible for securing electronic information that is not secured on the University network.
Plan Activation

A. Alert.

Campus Safety will alert all Units in the event of an emergency situation or a pending emergency situation. (See the University Emergency Management Plan)

Meet.

The Head of the Unit Plan will conduct a meeting of the Unit Plan Emergency Management Team for their department. In the event of an emergency situation or pending emergency situation the Unit Plan Emergency Management Team will assemble at the following location:

1. Primary: Mail Room

If the Primary Site is disabled or inaccessible the Unit Plan Emergency Management Team will assemble at the following Alternate Command Post location:

2. Alternate: Interior Hallway in Spence Hall

Prepare.

Event Preparation Steps will be taken as directed.

Survive.

During the emergency focus on life safety matters

Recover.

After the emergency:

3. Conduct a damage assessment
4. Clean-up work areas
STORM PREPARATION STEPS

Campus Safety will secure the Campus

Facilities will secure building envelopes and outdoor assets.

Each Unit is responsible for securing their building contents as follows:

Faculty & Staff are responsible for securing their work areas / offices.

Assignments for securing Common Areas, Labs, Special Equipment, etc. are as follows:

<table>
<thead>
<tr>
<th>Area, Equipment, Lab, etc.</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff Responsible For This Function</td>
<td>Yes</td>
</tr>
<tr>
<td>Secure doors and windows</td>
<td>S. Buliga</td>
<td>☐</td>
</tr>
<tr>
<td>Secure two safes</td>
<td>S. Buliga</td>
<td>☐</td>
</tr>
<tr>
<td>Secure and shutdown</td>
<td>S. Buliga</td>
<td>☐</td>
</tr>
<tr>
<td>tracking and mailing equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>S. Buliga</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>S. Buliga</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>S. Buliga</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>S. Buliga</td>
<td>☐</td>
</tr>
</tbody>
</table>

Staff members responsible for distribution supplies received from Facilities:

Primary    S. Buliga
Alternate

44
Units that have extensive preparation steps (Facilities, EH&S, Campus Safety, and others) will need to develop, maintain and attach Response Plans that identify personnel, procedures and a timetable to secure University assets and to maintain critical services. (Insert as Attachment #2)

Campus Closing Checklist – Flood Threat

☐ In the event that the University suspends normal operations in response to the threat of a storm or other rain/flood event, the following activities must be carried out in each unit prior to employees being released.

1. □ Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.
2. □ Unplug computers, printers and other electrical appliances.
3. □ Ground floor occupants in buildings subject to flooding:
   • Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
   • Move all equipment, books, papers and other valuables off the floor to locations safe from flooding.
   • If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   • If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
4. □ In lab areas:
   • In lab areas subject to flooding, store sensitive apparatus and glassware.
   • Attend to critical utility-dependent processes and make arrangements for back-up supply.
   • Assure all hazardous and biohazards materials and wastes are properly protected.
5. □ Check contents of refrigerators and set to coldest setting.
6. □ Empty trash receptacles of items likely to rot.
7. □ Take home all personal items of value.
8. □ Close and latch all windows. Close and lock all doors.
9. □ Stay tuned to the radio/television for additional information, or call the University Hotline.
10. □ Other: _______________________________________________________
11. □ Other: _______________________________________________________
12. □ Other: _______________________________________________________
13. □ Other: _______________________________________________________
Campus Closing Checklist – Wind & Flood (Tornado) Threat

- In the event that the University suspends normal operations in response to the threat of a tornado or other severe wind and/or flood event the following activities must be carried out in each unit prior to employees being released.

1. Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.
2. Unplug computers, printers and other electrical appliances.
3. All occupants:
   - Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
   - Move all equipment, books, papers and other valuables away from windows, off the floor, and to interior areas of the building. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   - For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   - Cover and secure or encase and seal equipment and other valuables with plastic.
   - Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
   - Close and latch (or secure with tape) all filing cabinets.
   - To the extent possible, turn bookcases, shelving units, etc. around to face walls.
   - Place telephones in desk drawers. Leave telephones plugged in (you will be able to receive emergency messages).
4. In lab areas:
   - Store sensitive apparatus and glassware.
   - Attend to critical utility-dependent processes and make arrangements for back-up supply.
   - Assure all hazardous and biohazards materials and wastes are properly protected.
5. Check contents of refrigerators and set to coldest setting.
6. Empty trash receptacles of items likely to rot.
7. Take home all personal items of value.
8. Close and latch all windows. Close and lock all doors.
9. Stay tuned to the radio/television for additional information, or call the University Hotline.
10. Other: ______________________________________________________
11. Other: ______________________________________________________
12. Other: ______________________________________________________
13. Other: ______________________________________________________
DAMAGE ASSESSMENT

Once the disaster event is over the following actions will take place:

4. Campus Safety will determine if the campus is safe.

5. Facilities will determine if buildings are safe and complete damage assessment reports for each building.

6. Faculty & staff will be instructed to assist with the restoration of university operations by completing the following damage assessment reports for building contents.

Units that have extensive recovery steps (Facilities, EH&S, Campus Safety, and others) will need to develop, maintain and attach Response Plans that identify personnel, procedures and a timetable to restore critical services.  (Insert as Attachment #2)
Initial Damage Assessment – Offices, Rooms, etc.

Building ________ Room ________ Inspected By _____________________ Date _____________

<table>
<thead>
<tr>
<th>Category</th>
<th>Condition</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Equip.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peripherals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copiers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cellular Phones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two-way Radios</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax Machines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switchboard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
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<tr>
<td>Paper</td>
<td></td>
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<td>Forms</td>
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<tr>
<td>Other</td>
<td></td>
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</tr>
<tr>
<td>Furniture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credenzas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Initial Damage Assessment – Labs

Building ________ Lab ________ Inspected By ________________________ Date __________

<table>
<thead>
<tr>
<th>Category</th>
<th>Condition</th>
<th>Priority</th>
</tr>
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<tbody>
<tr>
<td>Critical Substances</td>
<td></td>
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<tr>
<td>Radioactive</td>
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<td></td>
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<tr>
<td>Gasses</td>
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<td>Flammable Materials</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>Power</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temperature Sensitive</td>
<td></td>
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<tr>
<td>Ventilation Control</td>
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<tr>
<td>Laser</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Emergency:

Campus Safety
615.329.8777

University Hot Line
615.329.8611

Outside Emergency Services (Police, Fire & Medical)
911

Metro Police – 862.7400
TEMA - 741.0001
Homeland Security – 1.800.262.3300

Faculty & Staff:
Stanuta Buliga., Post Office Manager

Subcontractors:
N/A

Suppliers:
N/A

Vendors:
U. S Postal Service  #615-256-0521  Don McNeal  Broadway Station Nashville, Tn 37202

United Parcel Service #1-800-742-5877 Does not Furnish Address or Contact Person

Fed-X#1-800-463-3339  Does not Furnish Address or Contact Person
DHL/Airborne #1-800-225-5345  Does not furnish Address or Contact person

Attachment #2 – Response Plans

Attach Response Plans to address specific disaster situations as necessary.
Please Note: Each identified “Critical Unit” and “Special Unit” must complete their own department-specific plan using the enclosed template and return to
– Mickey West (Campus Safety Director)
FISK UNIVERSITY

EMERGENCY MANAGEMENT PLAN

DEPARTMENT NAME: Residence Life

UNIT PLAN

ASSIGNMENT OF RESPONSIBILITY
The individuals responsible for the development and execution of this Unit Plan are as follows:

Head of Unit Plan

1. 

2. Christopher Duke

Plan Development & Maintenance

1. 

2. Christopher Duke

Plan Contact & Activation

1. Dean of Students

2. R.D. on duty

Representatives on the Incident Response Team (if applicable)

1. 

2. Christopher Duke

Unit Plan Emergency Management Team

1. 

2. Christopher Duke

Deadlines
<table>
<thead>
<tr>
<th>ANNUAL UPDATE ACTIVITIES</th>
<th>PERSON RESPONSIBLE</th>
<th>Completion DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Annual Training Meeting</td>
<td>Christopher Duke</td>
<td></td>
</tr>
<tr>
<td>Schedule Unit Review Meeting</td>
<td>Christopher Duke</td>
<td></td>
</tr>
<tr>
<td>Update Unit Plan</td>
<td>Christopher Duke</td>
<td></td>
</tr>
<tr>
<td>Notify Facilities of any building leaks or breaches in building integrity in your area</td>
<td>Christopher Duke</td>
<td></td>
</tr>
<tr>
<td>Establish contracts with suppliers &amp; vendors for specialized recovery operations</td>
<td>Christopher Duke</td>
<td></td>
</tr>
<tr>
<td>Distribute copies of the updated Unit Plan</td>
<td>Christopher Duke</td>
<td></td>
</tr>
<tr>
<td>Forward a copy of the updated Unit Plan to the Emergency Management Plan Coordinator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STAFFING ASSIGNMENTS

The following critical functions, services, equipment and records have been determined to be essential for the effective recovery, restoration and resumption of this Unit:

Critical Operations

<table>
<thead>
<tr>
<th>Operation</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary</td>
<td>Alternate</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Critical Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary</td>
<td>Alternate</td>
</tr>
<tr>
<td>1. Food</td>
<td>Facilities</td>
<td></td>
</tr>
<tr>
<td>2. Water</td>
<td>Facilities</td>
<td></td>
</tr>
<tr>
<td>3. Flashlights</td>
<td>Facilities</td>
<td></td>
</tr>
<tr>
<td>4. Generators</td>
<td>Facilities</td>
<td></td>
</tr>
</tbody>
</table>

As necessary, develop, maintain and attach Response Plans that identify personnel and procedures to maintain and restore critical services provided to the University. (Insert as Attachment #2)

Critical Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary</td>
<td>Alternate</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Vital Records

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary</td>
<td>Alternate</td>
</tr>
<tr>
<td>1. Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Off Site Storage*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Emergency/Storm Protection</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Location of Off-Site records

---

**Important Notes:**

- The Information Technology Department secures all electronic records for information saved on the University network.

- Individual Faculty & Staff are responsible for securing electronic information that is not secured on the University network.
Plan Activation

A. Alert.

Campus Safety will alert all Units in the event of an emergency situation or a pending emergency situation. (See the University Emergency Management Plan)

Meet.

The Head of the Unit Plan will conduct a meeting of the Unit Plan Emergency Management Team for their department. In the event of an emergency situation or pending emergency situation the Unit Plan Emergency Management Team will assemble at the following location:

1. Primary: New Student Lounge

2. Alternate: Appleton Room

If the Primary Site is disabled or inaccessible the Unit Plan Emergency Management Team will assemble at the following Alternate Command Post location:

Prepare.

Event Preparation Steps will be taken as directed.

Survive.

During the emergency focus on life safety matters

Recover.

After the emergency:

5. Conduct a damage assessment
6. Clean-up work areas

STORM PREPARATION STEPS

Campus Safety will secure the Campus
Facilities will secure building envelopes and outdoor assets.

Each Unit is responsible for securing their building contents as follows:

Faculty & Staff are responsible for securing their work areas / offices.

Assignments for securing Common Areas, Labs, Special Equipment, etc. are as follows:

<table>
<thead>
<tr>
<th>Area, Equipment, Lab, etc.</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary R D</td>
<td>Alternate R A</td>
</tr>
<tr>
<td>1. Shane</td>
<td>R D</td>
<td>R A</td>
</tr>
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<td>2. Jubilee</td>
<td>R D</td>
<td>R A</td>
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<td>3. Crosthwaite</td>
<td>R D</td>
<td>R A</td>
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<tr>
<td>4. New Livingstone</td>
<td>R D</td>
<td>R A</td>
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</table>

Staff members responsible for distribution supplies received from Facilities:

Primary _____ R.D. of respective buildings

Alternate ____ RA(s) of respective buildings

Units that have extensive preparation steps (Facilities, EH&S, Campus Safety, and others) will need to develop, maintain and attach Response Plans that identify personnel, procedures and a timetable to secure University assets and to maintain critical services. (Insert as Attachment #2)

Campus Closing Checklist – Flood Threat

☐ In the event that the University suspends normal operations in response to the threat of a storm or other rain/flood event, the following activities must be carried out in each unit prior to employees being released.
1. ☐ Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.
2. ☐ Unplug computers, printers and other electrical appliances.
3. ☐ Ground floor occupants in buildings subject to flooding:
   - Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
   - Move all equipment, books, papers and other valuables off the floor to locations safe from flooding.
   - If necessary, relocate equipment and other valuables to a higher floor. *(Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).*
   - If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
4. ☐ In lab areas:
   - In lab areas subject to flooding, store sensitive apparatus and glassware.
   - Attend to critical utility-dependent processes and make arrangements for back-up supply.
   - Assure all hazardous and biohazards materials and wastes are properly protected.
5. ☐ Check contents of refrigerators and set to coldest setting.
6. ☐ Empty trash receptacles of items likely to rot.
7. ☐ Take home all personal items of value.
8. ☐ Close and latch all windows. Close and lock all doors.
9. ☐ Stay tuned to the radio/television for additional information, or call the University Hotline.
10. ☐ Other: _______________________________________________________
11. ☐ Other: _______________________________________________________
12. ☐ Other: _______________________________________________________
13. ☐ Other: _______________________________________________________
Emergency Management Plan

Campus Closing Checklist – Wind & Flood (Tornado) Threat

In the event that the University suspends normal operations in response to the threat of a tornado or other severe wind and/or flood event the following activities must be carried out in each unit prior to employees being released.

1. □ Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.
2. □ Unplug computers, printers and other electrical appliances.
3. □ All occupants:
   • Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
   • Move all equipment, books, papers and other valuables away from windows, off the floor, and to interior areas of the building. (*Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval*).
   • For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. (*Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval*).
   • Cover and secure or encase and seal equipment and other valuables with plastic.
   • Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
   • Close and latch (or secure with tape) all filing cabinets.
   • To the extent possible, turn bookcases, shelving units, etc. around to face walls.
   • Place telephones in desk drawers. Leave telephones plugged in (*you will be able to receive emergency messages*).
4. □ In lab areas:
   • Store sensitive apparatus and glassware.
   • Attend to critical utility-dependent processes and make arrangements for back-up supply.
   • Assure all hazardous and biohazards materials and wastes are properly protected.
5. □ Check contents of refrigerators and set to coldest setting.
6. □ Empty trash receptacles of items likely to rot.
7. □ Take home all personal items of value.
8. □ Close and latch all windows. Close and lock all doors.
9. □ Stay tuned to the radio/television for additional information, or call the University Hotline.
10. □ Other: ________________________________
11. □ Other: ________________________________
12. □ Other: ________________________________
13. □ Other: ________________________________
DAMAGE ASSESSMENT

Once the disaster event is over the following actions will take place:

7. Campus Safety will determine if the campus is safe.

8. Facilities will determine if buildings are safe and complete damage assessment reports for each building.

9. Faculty & staff will be instructed to assist with the restoration of university operations by completing the following damage assessment reports for building contents.

Units that have extensive recovery steps (Facilities, EH&S, Campus Safety, and others) will need to develop, maintain and attach Response Plans that identify personnel, procedures and a timetable to restore critical services. (Insert as Attachment #2)
Initial Damage Assessment – Offices, Rooms, etc.

Building ________ Room ________ Inspected By _____________________ Date _____________

<table>
<thead>
<tr>
<th>Category</th>
<th>Condition</th>
<th>Priority</th>
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<tbody>
<tr>
<td>Electrical Equip.</td>
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<td>Computers</td>
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<td>Printers</td>
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<td>Monitors</td>
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<td>Copiers</td>
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<td>Calculators</td>
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<td>Other</td>
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<td>Communications</td>
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<td>Telephones</td>
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<td>Cellular Phones</td>
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<td>Two-way Radios</td>
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<td>Fax Machines</td>
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<td>Furniture</td>
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<td>Desks</td>
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<td>Other</td>
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</table>
# Initial Damage Assessment – Labs

Building _______ Lab _______ Inspected By ________________________ Date __________

<table>
<thead>
<tr>
<th>Category</th>
<th>Condition</th>
<th>Priority</th>
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<tbody>
<tr>
<td>Critical Substances</td>
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<td>Gasses</td>
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<tr>
<td>Flammable Materials</td>
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<tr>
<td>Biological</td>
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<td>Spills</td>
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<td>Power</td>
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<tr>
<td>Temperature Sensitive</td>
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<tr>
<td>Ventilation Control</td>
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<tr>
<td>Laser</td>
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<tr>
<td>Life Support</td>
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<tr>
<td>Animals</td>
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<td>Other</td>
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<td>Other</td>
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</table>
Bomb Threat

1. Stay calm.
2. Get another staff member's attention and write "Bomb Threat - Call the Police" on a piece of paper.
3. Get as much information about the bomb (location, time if will go off, what type of bomb, what it looks like, what will cause the bomb to go explode, etc.).
4. Get as much information about the caller (check caller-id for the phone number if phone has it, exact words of caller, gender, voice type, background noises, etc.).
5. Call the campus police immediately (Use another phone - not a cell phone and not the phone the threat was received from!!!)
6. Call the RD on Duty (from another phone).
7. Write an Incident Report

Note: There is a bomb threat checklist that should be available at the front desk of each hall that you can use as a guide. Do not hang up the phone at any time during the conversation and make sure to get the phone number from caller display if available.

Contagious Diseases

For Chicken Pox, Hepatitis A, Measles, Tuberculosis, Mono, Body Lice, Etc:

1. Notify the RD on Duty immediately.
2. Make sure you are in a confidential location so no one can overhear you).
3. Assist the RD on Duty as necessary.
4. Write an Incident Report (leave student name anonymous).

Remember that some diseases are not contagious. You need to notify the RD that a resident made you aware of the disease and update RD on situation. You can encourage the resident to call a Hotline, a counselor, and/or a Health Center professional, etc.

Death of Student

1. Call the Office of Campus Safety first if you find the student.
2. Notify the RD on Duty immediately.
3. Seal the area if necessary, and disturb nothing in the room or scene.
4. Assist in crowd control.
5. Assist RD.
6. Assist the RD on Duty with follow-up with roommates, suitemates and friends.
7. Pay attention to your own emotional state, and seek counseling if necessary.
8. Write an Incident Report

Do not release any info to the media, students, parents, or alumni.
Emergency Management Plan

Drug Suspicion

**Informed of smell:**

The RA on duty will proceed with the following if notified about a smell suspicion.

1. Check the floor for the smell.
2. Identify the room or general area where the smell is coming from.
3. If RA is suspicious of smell, call the Office of Campus Safety.
4. The RA on duty calls the RD on Duty and gives the following information:
   - the smell that was noticed
   - the general location of the smell
   - the type of smell
   - the actions that you have taken
5. Wait for RD on Duty to give you further instructions. Assist the RD on Duty as necessary.

**Based on informant:**

1. Call RD on Duty and give all the information that resident shared with you.
2. Wait for RD on Duty to give you further instruction.
3. Assist RD on Duty as necessary.
4. Write an Incident Report. (Remember to not list students name in info report if you wish to keep it anonymous).

**Note:** Once the RD on Duty is in the building they may or may not ask for further assistance.

**Note:** We would rather have you call the Office of Campus Safety 1st if you have a suspicion, rather than try waiting to keep confirming and we lose that time.
Verbal and Physical Fights/Arguments

1. Physical Fights
   1. Call Office of Campus Safety or have Desk Staff call (remain calm until Police or Campus Safety arrive).
   2. Do not physically intervene in situation.
   3. Call RD on Duty.
   4. Allow Campus Safety or Police to resolve the situation.
   5. Control crowd and assist Police, Campus Safety, and RD on Duty as necessary.

   DO NOT TRY TO BREAK UP THE FIGHT BY GETTING IN THE MIDDLE OF IT OR HOLDING PEOPLE BACK.

2. Verbal Arguments
   If threats of bodily harm are made, call the Office of Campus Safety immediately. The RA will take the following steps if just verbal argument.
   1. Calm and move the participants to different locations.
   2. Get each person’s version of the story.
   3. Call RD on Duty informing them of incident. Give the following information:
      • Name and number of participants
      • Nature of incident
   4. Help the RD on Duty assess the situation. If you feel uncomfortable about the incident or leaving the residents in close proximity for the evening inform the RD on Duty of your feelings.
   5. Write an Incident Report.

General Guidelines for Handling a Confrontation

1. Keep your voice low.
2. Do not touch the participants.
3. **DO NOT PUT YOURSELF IN DANGER!**

   a. Fire

      Do not go from Door to Door in an attempt to evacuate all residents.
      When the panel sounds, contact the Office of Campus Safety.
      (Either that an alarm is going off, or a cookie burned, etc.)

   1. Stay calm. Students will mirror your emotional state.
   2. Contact the RD on Duty
   3. Assist the hall your buildings evacuation and fire plan.
   4. After clearing your floor/building, go to staff meeting area to notify RD on Duty your floor/building is clear.
   5. Await further instructions
   6. Follow directions of RD on Duty.
   7. After fire alarm panel is reset, reset your DSX system.
   8. Write an Incident Report.
Emergency Management Plan

Your role is to make sure everything proceeds as smoothly as possible. Remember that when the panel sounds, there is a possibility that fire trucks are coming.

b. Life Threatening/Non Life Threatening

<table>
<thead>
<tr>
<th>Life Threatening</th>
<th>Non Life Threatening</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assess student: bleeding, breathing, etc.</td>
<td>1. Assess student: bleeding, breathing, etc.</td>
</tr>
<tr>
<td>2. If student is unconscious or bleeding, call Campus Safety</td>
<td>2. Call RD on Duty.</td>
</tr>
<tr>
<td>3. Call RD on Duty and inform them of the situation.</td>
<td>3. Update RD on situation.</td>
</tr>
<tr>
<td>4. Assist in Crowd Control.</td>
<td>4. If student is conscious and the injury is not severe, assist the RD in encouraging a friend to take the individual to the health center for evaluation.</td>
</tr>
<tr>
<td>5. Assist the RD in needs and possible clean up.</td>
<td>5. Write an Incident Report</td>
</tr>
<tr>
<td>6. RD might have RA or desk staff check on student periodically throughout day/night (i.e. checking for lucidity, slurred speech, etc.)</td>
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<tr>
<td>7. Write an Incident Report</td>
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</table>

Seizure

1. Call 911 (let them assess if an ambulance or further medical care is recommended)
2. Notify the RD on Duty.
3. Re-direct other people from the area. (crowd control)
4. Move all objects out of way.
5. Don’t try to hold the person down.
6. Write an Incident Info Report

Important Notes:
Any time you are working with blood, protect yourself. Wear latex gloves and use bleach water.

When you write your info report remember to be specific, especially about accidents and injuries. Explain the types of shoes the resident was wearing, weather conditions, if the student was carrying something, what precautions were there (i.e. wet floor sign), was there horseplay, etc.

c. Armed/Suspicious Persons and Threats

To safe guard our staff and residents against acts of violence, please observe the following guidelines:

d. Overt threat with weapons or verbal indications

1. Stay as calm as possible.
2. Try to keep your actions disguised and inconspicuous
3. Take the phone receiver off the phone base and dial “911” as quickly as possible, leaving the receiver lying on the counter/desk.
4. Improvising, communicate to the receiver that you have a serious situation at _________ Hall and you need immediate help. If time permits be as specific as possible as to the weapon(s) and the number of people involved, etc.
5. Do not attract attention to yourself. Be as clear as possible in your dialogue directed to the receiver. **DO NOT** hang up the receiver until the Office of Public arrives and makes contact with the desk staff.
6. Follow directions as given by the Office of Campus Safety. Notify the RD on Duty immediately.
7. Write an Incident Report.

**Suspicious person(s) in building**

1. Call Office of Campus Safety and inform them of the situation. Be descriptive and explain in detail, specifically.
2. **Call RD on Duty and advise.**
3. Follow directions given by the Office of Campus Safety and RD on Duty.
4. Write Incident Report

**Death Threat**

1. Call Office of Campus Safety and advise them of the situation. Be descriptive and explain in detail, specifically.
2. **Call RD on Duty and assist.**
3. Follow directions given by the Office of Campus Safety and RD on Duty.

**e. Maintenance Emergencies**

A maintenance emergency is any situation that threatens the life of a student or could cause damage to the building. The following are examples of emergencies that should be called in to RD on Duty for maintenance. If you have a question as to whether or not something should be called in by the RD on Duty, feel free to ask the RD on duty.

- Please Fill out a Maintenance Request

Examples of maintenance emergencies you would call in to the RD on Duty include:

- Flood/Broken water pipe
- Temperatures of extremity
- Keys broken off in the lock
- Doors that will not lock or unlock
- Toilets that will not stop flushing
- Toilets that will not flush and there isn’t another one available to use
- Overflowing toilets/sinks/showers (they are flowing everywhere)
- Fire alarm systems that will not turn off
- No hot water, no cold water, no water
- Broken glass panes (i.e. significant amount of broken glass, cracked glass
- Gas Smells
- Smoking/Sparks/ beeping
- Any life safety issues
- Any Security issue

**Note:** Only RD on Duty is allowed to call in emergency maintenance requests.

**f. Power Outage**

1. Notify the RD on Duty if Power to your building goes off.
2. Write an Incident Report.
3. Bodily Fluids

1. DO NOT TOUCH!
2. Call the Office of Campus Safety immediately
3. Call the RD on duty immediately.
4. Write an Incident Report.

Note: Remember to wear latex gloves anytime you are dealing with bodily fluids.

Confrontation/Non-Compliance

General Guidelines for Enforcing Non-Compliance

1. Remain calm at all times.
2. Use nonphysical interventions.
3. Do not put yourself in danger.
4. Call the Office of Campus Safety and the RD on Duty.
Emergency Management Plan

Abuse of Student

1. Try to verbally intervene to prevent further harm to student.
2. Do not place yourself in danger.
3. If the person will not stop - call Office of Campus Safety.
4. Call RD on Duty.
5. Inform RD on Duty in any situation once things have calmed down or if assistance is needed.
6. Assist RD as necessary.
7. Write an Incident Report.

Non-Compliance by a Guest

1. Remain calm.
2. Find out whom the guest is visiting.
3. Enlist the resident to assist in helping to control the guest.
4. Call the RD on Duty.
5. If the person cannot be controlled or will not leave premises - call the Office of Campus Safety.
6. Assist as necessary.
7. Write an Incident Report.

Verbal Confrontation

1. Calm and separate the participants.
2. Interview all parties involved to determine what happened.
3. Call RD on Duty and inform them of the situation.
4. Assist as necessary.
5. Write an Incident Report.

Non-Compliance

1. Remain Calm
2. Use Broken Record Technique
3. Let them know you will call the Office of Campus Safety, and make the call.
4. Call RD on Duty
5. Write an Incident Report.

Mental Health (Non-Suicidal)

Mental Health Emergency (Non-Suicidal)

1. Do not leave the resident alone! Have another RA or a friend stay with person.
2. Call the Resident Director On Duty.
3. Isolate the person and clear the area of any curious onlookers without endangering yourself.
4. Call Office of Campus Safety if necessary
5. Write Incident Report

*Note: Call the Office of Campus Safety for the following reasons:

- If you are scared
- If they are speaking fast and topics are changing drastically
- Building/roommate endangered
- If they mention that they have a weapon
- If they begin discussing threats*
h. Sexual Assault

4. General Suggestions for Handling a Sexual Assault

1. Identify yourself as an Fisk University official.
2. Tell the victim that you are there to help and offer support.
3. Ask the victim if you can notify the RD on Duty but will protect his/her confidentiality, because you must do so.
4. Tell the RD on Duty any information that you know about the situation. Note: If the RD on Duty is the opposite sex of the victim, and the victim is not comfortable with that, you need to tell the RD on Duty.
5. Tell the victim the actions that you have taken.
6. Continue to assure the victim that this was not his/her fault.
7. Maintain crowd control as necessary. Get help from other staff, if necessary.
8. Assist RD on Duty as necessary.

Other Considerations

1. Remind victim that it is not her/his fault.
2. Victim should have advocate on-hand during police reporting. Ask if they want an advocate.
3. Victim can request a female or male officer (whichever is appropriate). (The police should only be contacted if the victim wants to report. Encourage the victim to make the call.)
4. Victim may have preference of speaking to a female/male staff member.
5. Do not touch victim without asking his/her permission: Ask if he/she needs physical aid or comforting (i.e. Do you need a hug? Do you want me to hold your hand?).
6. Do not judge the situation, you may not have all the sides.
7. Confidentiality must be maintained at all times. Do not discuss with other staff!
8. If the RA is having a difficult time with their own emotions ask RD on Duty for assistance.

i. Suicide Threats & Attempts
Threat of Suicide

1. Remain calm.
2. If you receive the phone call at the desk:
   - Determine which location the person is calling from.
   - Call RA on Duty and have them stay with the person until assistance arrives.
   - Call the RD on Duty and inform them of the situation.
   - Assist the RD on Duty as necessary.
   - Write Incident Report.
3. If you are on the floor:
   - Talk to resident.
   - Do not leave person alone.
   - Have RA or friend stay with person.
   - Call RD on Duty and inform them of the situation.
   - Assist RD on Duty as necessary.
   - Write an Incident Report.

Note: If you think someone is considering suicide, ask the following:
Are you thinking about killing yourself?
If yes, how do you plan to do this?
If no, are you thinking of hurting yourself?

Suicide Attempt

1. Remain calm.
2. In the event of an attempt:
   - If a student is dead, touch nothing, secure area, and call Office of Campus Safety.
   - Call RD on Duty.
   - Give accurate information regarding location/situation.
   - Assist the RD on Duty, Campus Safety Officer, and/or University Counselor as necessary.
3. Write an Incident Report.

Important Reminder

A RA never determines whether a threat or suicidal thought should be reported. Always immediately report any student expressing suicidal thoughts to the RD on Duty. NO EXCEPTIONS!

If you become aware that you are in ANY danger, contact immediately and remove yourself from the situation and contact the Office of Campus Safety.
Elevator Protocol

If one elevator is broken (after 5pm or on weekends):
The RA needs to contact RD on duty and RD on Duty will contact the appropriate people and notify them that we have an elevator down. The RA should then make signs on the floors stating which elevator is broke. Write and Incident Report.

If one elevator is broken (before 5pm on weekdays):
The RA needs to contact the one of the following people (in this order) to get assistance:
1. RD of Building
2. RD on duty
One of these people will contact security and notify them that we have one elevator down. Security should mark in their log. Security/RD on duty will make sure to turn the elevator off. Physical plant will contact the elevator company. A staff member should then make signs on the floors stating which elevator is broke. Write and Incident Report

If an elevator is broken and students are stuck in the elevator:
1. Contact the RD on duty.
2. The staff member/students should not attempt to pry the doors open.
3. The staff member should then find the floor that the elevator is stuck on and talk with the students stuck inside until the elevator company comes for repair. It is important that we keep those students calm.
4. Write and Incident Report

Weapons

Based off of info or visual sight, not threat. For threats immediately call 911.

1. If weapons are visible, remove yourself from the room.
2. Notify the RD on Duty immediately upon the awareness of any possibility of a resident possessing a 3 inch knife blade, rifle, BB gun, crossbow, bows and arrows, etc.
3. Assist RD on Duty as requested.
4. If you hear rumor that a student has a weapon, contact the RD on Duty immediately.
5. Write an Info Report.

NOTE: Any item used in a threatening manner is considered a weapon and can be confiscated
Emergency Management Plan

Intoxication

**Intoxication (Conscious)**

1. If the student is intoxicated, but can walk and talk, ask them to go to their room.
2. If the student cannot walk and talk (slurred speech, stumbling) do the following:
3. Don’t let them into the building
4. Notify the RD on Duty.
5. Call Office of Campus Safety.
6. Monitor student
7. Assist the RD on Duty as necessary.
8. Write an Incident Report

**Intoxication (Unconscious)**

1. If student is unconscious, notify the RD on Duty.
2. Call the Office of Campus Safety for assessment (i.e. to determine if paramedics are needed)
3. Monitor student
4. Assist the RD on Duty as necessary.
5. Assist with crowd control
6. Write an Incident Report

*Note: If student appears very intoxicated and is having difficulty or is being belligerent, notify Office of Campus Safety and the RD on Duty and inform them of the situation.*
k. Tornado/Severe Weather

5. A. Tornado Watch

A tornado watch signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. You can monitor both television and radio weather bulletins for details and changes in weather conditions.

6. B. Tornado Warning

A tornado warning is issued when a tornado has been sighted in the immediate area or is indicated by radar. The tornado sirens will sound when a tornado warning has been issued for our immediate area. The RD on Duty will immediately notify the desks with the news that the buildings should initiate their severe weather plan.

In the event of a tornado warning:

1. Follow the steps as covered by your RD.
2. All residents and staff should move to your building's established safe zones. If possible, condense students to the fewest amounts of safe zones; this assists with crowd control.
3. Allow no one to remain in any area that has glass windows, especially lobbies and desks.

Important to Keep in Mind

- If you know the weather is bad, stay close to your hall. Assist the RD on Duty by checking-in with staff members in the hall. They may be needed.
- Consider posting signs on the front/back doors announcing a “watch” until the specified time.
- In the event of a tornado, stay calm. Staff and students will mirror your emotional state.
- Your role is to make sure everything proceeds as smoothly as possible.
- If students do not wish to go to safe zones, make note of their names, but do not force them or chase them down. Let them know that we are in a warning.
Emergency Management Plan

**Tornado Flow Chart**

In the event of severe weather, FISK Office of Campus Safety and the housing staff will coordinate tornado procedures. If a front desk receive a call from a particular hall notifying you about a tornado watch/warning, it is the desk worker’s responsibility to call the next building according to the following flowchart:

```
University
Campus
Safety
329-8777

RD On Duty
715-5303

New
Livingstone
329 8643

Crosthwaite
329 8877

Shane
329 8708

Jubilee
329 8508

RA(s)

Residents
```

ATTACHMENT A
Please Note: Each identified "Critical Unit" and "Special Unit" must complete their own department-specific plan using the enclosed template and return to Mickey West (Campus Safety Director)

ASSIGNMENT OF RESPONSIBILITY

The individuals responsible for the development and execution of this Unit Plan are as follows:

Head of Unit Plan

1. Raymond Wade

2. 

Plan Development & Maintenance

1. Raymond Wade

2. 

Plan Contact & Activation

1. Raymond Wade

2. 

Representatives on the Incident Response Team (if applicable)

1. Raymond Wade

2. 

Unit Plan Emergency Management Team
1. 

2. Raymond Wade

3. 

4. 

## Deadlines

<table>
<thead>
<tr>
<th>ANNUAL UPDATE ACTIVITIES</th>
<th>PERSON RESPONSIBLE</th>
<th>Completion DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary</td>
<td>Alternate</td>
</tr>
<tr>
<td>Attend Annual Training Meeting</td>
<td>Raymond Wade</td>
<td></td>
</tr>
<tr>
<td>Schedule Unit Review Meeting</td>
<td>Raymond Wade</td>
<td></td>
</tr>
<tr>
<td>Update Unit Plan</td>
<td>Raymond Wade</td>
<td></td>
</tr>
<tr>
<td>Notify Facilities of any building leaks or breaches in building integrity in your area</td>
<td>Raymond Wade</td>
<td></td>
</tr>
<tr>
<td>Establish contracts with suppliers &amp; vendors for specialized recovery operations</td>
<td>Raymond Wade</td>
<td></td>
</tr>
<tr>
<td>Distribute copies of the updated Unit Plan</td>
<td>Raymond Wade</td>
<td></td>
</tr>
<tr>
<td>Forward a copy of the updated Unit Plan to the Emergency Management Plan Coordinator</td>
<td>Raymond Wade</td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT A

Unit Plan Template
FACILITIES & GROUNDS

Please Note: Each identified “Critical Unit” and “Special Unit” must complete their own department-specific plan using the enclosed template and return to the Emergency Plan Coordinator – Mickey West (Campus Safety Director)
The individuals responsible for the development and execution of this Unit Plan are as follows:

Head of Unit Plan

1. Norman Rapp
2. Norman Rapp

Plan Development & Maintenance

1. Norman Rapp
2. Norman Rapp

Plan Contact & Activation

1. Norman Rapp
2. Norman Rapp

Representatives on the Incident Response Team (if applicable)

1. Norman Rapp
2. Norman Rapp

Unit Plan Emergency Management Team

1. Norman Rapp
2. Norman Rapp
3. 
4. 

Deadlines
<table>
<thead>
<tr>
<th>ANNUAL UPDATE ACTIVITIES</th>
<th>PERSON RESPONSIBLE</th>
<th>Completion DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary</td>
<td>Alternate</td>
</tr>
<tr>
<td>Attend Annual Training Meeting</td>
<td>Norman Rapp</td>
<td>Norman Rapp</td>
</tr>
<tr>
<td>Schedule Unit Review Meeting</td>
<td>Norman Rapp</td>
<td>Norman Rapp</td>
</tr>
<tr>
<td>Update Unit Plan</td>
<td>Norman Rapp</td>
<td>Norman Rapp</td>
</tr>
<tr>
<td>Notify Facilities of any building leaks or breaches in building integrity in your area</td>
<td>Norman Rapp</td>
<td>Norman Rapp</td>
</tr>
<tr>
<td>Establish <em>agreements</em> with suppliers &amp; vendors for specialized recovery operations</td>
<td>Norman Rapp</td>
<td>Norman Rapp</td>
</tr>
<tr>
<td>Distribute copies of the updated Unit Plan</td>
<td>Norman Rapp</td>
<td>Norman Rapp</td>
</tr>
<tr>
<td>Forward a copy of the updated Unit Plan to the Emergency Management Plan Coordinator</td>
<td>Norman Rapp</td>
<td>Norman Rapp</td>
</tr>
</tbody>
</table>
STAFFING ASSIGNMENTS

The following critical functions, services, equipment and records have been determined to be essential for the effective recovery, restoration and resumption of this Unit:

Critical Operations

<table>
<thead>
<tr>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Campus wide operation
   Norman Rapp
   Norman Rapp
   X □ □

2. __________________________
   __________________________
   __________________________
   □ □ □

3. __________________________
   __________________________
   __________________________
   □ □ □

4. __________________________
   __________________________
   __________________________
   □ □ □

Critical Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary</td>
<td>Alternate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Electric Services
   Norman Rapp
   Norman Rapp
   X □ □

2. Water/Sewer
   Norman Rapp
   Norman Rapp
   X □ □

3. Gas Services
   Norman Rapp
   Norman Rapp
   X □ □

4. __________________________
   __________________________
   __________________________
   □ □ □

As necessary, develop, maintain and attach Response Plans that identify personnel and procedures to maintain and restore critical services provided to the University. (Insert as Attachment #2)

Critical Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary</td>
<td>Alternate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Mechanical systems
   Norman Rapp
   Norman Rapp
   X □ □

2. Elevators
   Norman Rapp
   Norman Rapp
   X □ □

3. Kitchen Equipment
   Norman Rapp
   Norman Rapp
   X □ □
### Vital Records

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maintenance</td>
<td>Norman Rapp</td>
<td>X</td>
</tr>
<tr>
<td>2. Off Site Storage*</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>3. Emergency/Storm Protection</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

* Location of Off-Site records

**Important Notes:**

- The Information Technology Department secures all electronic records for information saved on the University network.
- Individual Faculty & Staff are responsible for securing electronic information that is not secured on the University network.
Plan Activation

A. Alert.

Campus Safety will alert all Units in the event of an emergency situation or a pending emergency situation. (See the University Emergency Management Plan)

Meet.

The Head of the Unit Plan will conduct a meeting of the Unit Plan Emergency Management Team for their department. In the event of an emergency situation or pending emergency situation the Unit Plan Emergency Management Team will assemble at the following location:

1. Primary: Carnegie Hall

If the Primary Site is disabled or inaccessible the Unit Plan Emergency Management Team will assemble at the following Alternate Command Post location:

2. Alternate: Park Johnson Hall

Prepare.

Event Preparation Steps will be taken as directed.

Survive.

During the emergency focus on life safety matters

Recover.

After the emergency:

7. Conduct a damage assessment
8. Clean-up work areas

STORM PREPARATION STEPS

Campus Safety will secure the Campus
Facilities will secure building envelopes and outdoor assets.

Each Unit is responsible for securing their building contents as follows:

Faculty & Staff are responsible for securing their work areas / offices.

Assignments for securing Common Areas, Labs, Special Equipment, etc. are as follows:

<table>
<thead>
<tr>
<th>Area, Equipment, Lab, etc.</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary</td>
<td>Alternate</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td></td>
<td></td>
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<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staff members responsible for distribution supplies received from Facilities:

Primary ______________________

Alternate ______________________

Units that have extensive preparation steps (Facilities, EH&S, Campus Safety, and others) will need to develop, maintain and attach Response Plans that identify personnel, procedures and a timetable to secure University assets and to maintain critical services. (Insert as Attachment #2)
Emergency Management Plan

Campus Closing Checklist – Flood Threat

☐ In the event that the University suspends normal operations in response to the threat of a storm or other rain/flood event, the following activities must be carried out in each unit prior to employees being released.

1. ☐ Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.
2. ☐ Unplug computers, printers and other electrical appliances.
3. ☐ Ground floor occupants in buildings subject to flooding:
   • Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
   • Move all equipment, books, papers and other valuables off the floor to locations safe from flooding.
   • If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   • If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
4. ☐ In lab areas:
   • In lab areas subject to flooding, store sensitive apparatus and glassware.
   • Attend to critical utility-dependent processes and make arrangements for back-up supply.
   • Assure all hazardous and biohazards materials and wastes are properly protected.
5. ☐ Check contents of refrigerators and set to coldest setting.
6. ☐ Empty trash receptacles of items likely to rot.
7. ☐ Take home all personal items of value.
8. ☐ Close and latch all windows. Close and lock all doors.
9. ☐ Stay tuned to the radio/television for additional information, or call the University Hotline.
10. ☐ Other: ________________________________
11. ☐ Other: ________________________________
12. ☐ Other: ________________________________
13. ☐ Other: ________________________________
Emergency Management Plan

Campus Closing Checklist – Wind & Flood (Tornado) Threat

In the event that the University suspends normal operations in response to the threat of a tornado or other severe wind and/or flood event the following activities must be carried out in each unit prior to employees being released.

1. Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.

2. Unplug computers, printers and other electrical appliances.

3. All occupants:
   - Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
   - Move all equipment, books, papers and other valuables away from windows, off the floor, and to interior areas of the building. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   - For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   - Cover and secure or encase and seal equipment and other valuables with plastic.
   - Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
   - Close and latch (or secure with tape) all filing cabinets.
   - To the extent possible, turn bookcases, shelving units, etc. around to face walls.
   - Place telephones in desk drawers. Leave telephones plugged in (you will be able to receive emergency messages).

4. In lab areas:
   - Store sensitive apparatus and glassware.
   - Attend to critical utility-dependent processes and make arrangements for back-up supply.
   - Assure all hazardous and biohazards materials and wastes are properly protected.

5. Check contents of refrigerators and set to coldest setting.

6. Empty trash receptacles of items likely to rot.

7. Take home all personal items of value.

8. Close and latch all windows. Close and lock all doors.

9. Stay tuned to the radio/television for additional information, or call the University Hotline.

10. Other: __________________________________________________________

11. Other: __________________________________________________________

12. Other: __________________________________________________________

13. Other: __________________________________________________________
Emergency Management Plan

DAMAGE ASSESSMENT

Once the disaster event is over the following actions will take place:

10. Campus Safety will determine if the campus is safe.

11. Facilities will determine if buildings are safe and complete damage assessment reports for each building and Grounds.

12. Faculty & staff will be instructed to assist with the restoration of university operations by completing the following damage assessment reports for building contents.

Units that have extensive recovery steps (Facilities, EH&S, Campus Safety, and others) will need to develop, maintain and attach Response Plans that identify personnel, procedures and a timetable to restore critical services. (Insert as Attachment #2)
## Initial Damage Assessment – Offices, Rooms, etc.

Building ________ Room ________ Inspected By _____________________ Date _____________

<table>
<thead>
<tr>
<th>Category</th>
<th>Condition</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Equip.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peripherals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copiers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
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<tr>
<td>Telephones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cellular Phones</td>
<td></td>
<td></td>
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<tr>
<td>Two-way Radios</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax Machines</td>
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<tr>
<td>Switchboard</td>
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<tr>
<td>E-mail</td>
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<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
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<td>Paper</td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td></td>
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</tr>
<tr>
<td>Desks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credenzas</td>
<td></td>
<td></td>
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<tr>
<td>Tables</td>
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<td></td>
</tr>
<tr>
<td>Other</td>
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</tr>
</tbody>
</table>
# Initial Damage Assessment – Labs

Building _______ Lab _______ Inspected By ________________________ Date __________

<table>
<thead>
<tr>
<th>Category</th>
<th>Condition</th>
<th>Priority</th>
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<tbody>
<tr>
<td>Critical Substances</td>
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<tr>
<td>Radioactive</td>
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<tr>
<td>Gasses</td>
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<tr>
<td>Flammable Materials</td>
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<tr>
<td>Biological</td>
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<tr>
<td>Spills</td>
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<tr>
<td>Power</td>
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</tr>
<tr>
<td>Temperature Sensitive</td>
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</tr>
<tr>
<td>Ventilation Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laser</td>
<td></td>
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</tr>
<tr>
<td>Life Support</td>
<td></td>
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<tr>
<td>Animals</td>
<td></td>
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</tr>
<tr>
<td>Other</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment #1 – Contact Lists

Emergency:

Campus Safety
615-329-8777 & 8778

University Severe Weather & Emergency Closing Hot Line
615-329-8611

Outside Emergency Services (Police, Fire & Medical)
911

Staff:

EFFECTIVE: 4/3/06

FACILITIES (MAINTENANCE & CUSTODIAL) EMERGENCY SERVICE

MANAGEMENT PHONE NUMBERS:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>OFFICE PHONE,</th>
<th>CELL PHONE,</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME PHONE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director:</td>
<td>Norman Rapp</td>
<td>329-8719</td>
<td>238-5808</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Norman Rapp</td>
<td>329-8848</td>
<td>456-9015</td>
</tr>
<tr>
<td>Custodial Manager:</td>
<td>Custodial Supervisor (Day):</td>
<td>Custodial Supervisor (Night):</td>
<td>Director of Campus Safety</td>
</tr>
<tr>
<td>Mac</td>
<td>308-4142</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rossie</td>
<td>977-8076</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donna</td>
<td>889-1102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mickey West</td>
<td>329-8680</td>
<td>329-8680</td>
<td>438-4942</td>
</tr>
</tbody>
</table>

IMPORTANT PHONE NUMBERS:

MAINTENANCE STAFF PHONE NUMBERS:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>OFFICE PHONE</th>
<th>NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Safety:</td>
<td>329-8777/8778</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Office:</td>
<td>329-8637</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial Office:</td>
<td>329-8639</td>
<td>Mac</td>
<td>308-4142</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rossie</td>
<td>977-8076</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Donna</td>
<td>889-1102</td>
</tr>
</tbody>
</table>
Subcontractors:

**Electrical:**
1: Fast Electric,
   - Contact name: Henry Nalls
   - Phone numbers: Office 360-2300 ext 202
     - Cell # 533-7182
     - Pager # 817-9270
2: Service Plus,
   - Contact name: Ken Tidwell
   - Phone numbers: Cell # 586-8568
3: S&W Electric,
   - Contact name: Bill Davis
   - Phone numbers: Office 893-2511

**Mechanical:**
1: Anderson Piping,
   - Contact name: Naron Parker
   - Phone numbers: Office 256-1166
     - Cell # 973-1441
     - Home # 358-9196
2: The Comfort Group,
   - Contact name: Steve Baxter
   - Phone numbers: Office # 263-2937
3: Kimbro mechanical,
   - Contact names: Todd Crocker
   - Phone numbers: Office # 620-0600
     - Cell # 425-8113
4: Nashville Machine,
   Contact names: Randy Stone
   Phone numbers: Office # 244-6620 ext 113
                  Cell # 405-0117

Plumbing:
1: Holt Plumbing,
   Contact names: Erik Holt
   Phone Numbers: Office # 244-4666

2: Anderson Piping,
   Contact name: Naron Parker
   Phone numbers: Office 256-1166
                  Cell # 973-1441
                  Home # 358-9196

3: Nashville Machine,
   Contact names: Randy Stone
   Phone numbers: Office # 244-6620 ext 113
                  Cell # 405-0117

Contractors:
1: Boulton Enterprises Inc.
   Contact Name: Jimmy Boulton
   Phone numbers: Office # 255-2581
                  Cell # 566-0226

2: Instar:
   Contact Name: Scott Cathy
   Phone numbers: Office # 612-2420
                  Cell # 476-2619
Other # 1-800-555-8006

3: Orion Builders:
   Contact Name: Martin Roberts
   Phone numbers: Office # 321-4499

4: Ralston Creek Co.
   Contact Name: Clif Butner
   Phone numbers: Office # 794-4766
                   Cell# 405-2673
                   Nextel # 148*38*602

5: Rock City Contractors
   Contact Name: John Lee
   Phone numbers: Office # 794-6691

Roofs:
1: Tremco
   Contact Name: Todd Hymas
   Phone Numbers: Cell # 931-206-8164
                   Mark
                   Cell # 931-801-7187

Suppliers:

American Air Filter
   Contact Name: Leslie Matthews
   Numbers: Cell # 498-8647
             1-888-223-2003

Braid Electric
   Contact Name: James Turner
   Numbers: Office # 242-6511
             Cell # 394-4352
             Pager # 271-7055
             Nextel # 29*21690
Isenhour Door
  Contact Name:  Bobby Groogan
  Numbers:  Office # 620-5286
             Cell # 545-8469

Lankford Hardware
  Contact Name:  Counter
  Numbers:  Office # 244-3750

MBS
  Contact Name:  Steve Sharp
  Numbers:  Office # 799-0543
             Cell # 347-2561

Mayer Electric
  Contact Name:  Tim Coltharp
  Numbers:  Office # 743-0025
             Nextel # 29*29437
             Main # 242-1100

Winnelson
  Contact Name:  Bill Transley
  Numbers:  Office # 256-6691
             Emergency # 400-9094

Home Depot
  100 oaks  # 269-7800
  Madison  # 865-9600
  Hermitage # 889-7211

Lowe’s
  Charlotte Pike  # 359-9223
  Madison  # 868-9810
  Hermitage  # 883-8833
Wal-mart
    Charlotte Pike    # 352-4129
    Rivergate        # 859-7212
    Hermitage        # 8830201

Kenny Pipe and Supply
    Contact Name:  Counter
    Numbers:      Counter # 244-4980

Girtman And Assoc.
    Contact Name:  Alan Keller
                    Scott Powell
    Numbers:      Main # 350-6000

Brook Meade Hardware
    Contact Name:  Kim
    Numbers:      Office # 882-0755

Grainger
    Contact Name:  Counter
    Numbers:      Counter # 255-2012
                    After Hours # 1-800-225-5994

Third Ave. Hardware
    Contact Name:  Counter
    Numbers:      Counter # 255-5023

Vendors:

Acme fire and safety:
    Contact Name:  Gerald Pay
    Number:       Office # 256-5669
                    Cell # 394-8225
Boiler Supply
   Contact Name:  Jesse Fox, Wesley Fulton
   Number:  Office # 244-3504

Commercial Fire and Safety
   Contact Name:  Bill Byers
   Number:  Office # 331-8706
            Cell # 573-7437

Comfort Group (automated service)
   Contact Name:  Cheryl  263-2960
                   Aron 263-2961

Honeywell A/C service
   Contact Name:  
   Number:  

Honeywell fire alarm service
   Contact Name: 

Honeywell Security Monitoring
   Contact Name:  
   Number:  1-800-253-7658

International Systems of America
   Contact Name:  Bruce Marshall
   Number:  Office # 399-9101
            Cell # 207-3383

Kemputer Service
   Contact Name:  Leonard Maron
   Number:  Office # 859-5710
            Cell # 456-0254
Nextel # 145084*1

Metro Fire Inspection
  Contact Name: Chanda Williams
  Number: Office # 862-5230

NES
  Contact Name: Eric Brown
  Number: Office # 747-3283
  Cell # 390-8105

Nashville Machine (elevator)
  Contact Name: Answering Service
  Number: Office # 256-5251

Summit landscaping
  Contact Name: Chris Ehrhart
  Number: Office # 754-8195
  Cell # 642-8003

Sunbelt tool rental
  Contact Name: Jimbo Pexton
  Number: Office # 242-2030
  Cell # 207-5479
  Nextel # 148*29*58357

Tremco Roofing
  Contact Name: Todd Hyams
  Number: Cell # 931-206-8164
  Contact Name: Mark
  Number: Cell # 931-801-7187

Thompson Machinery
  Contact Name: After Hours Emergency
Emergency Management Plan

Number: 615-251-8665

Nixon Power
Contact Name: Main Number
Number: 615-244-0650

Foriest Tree Service
Contact Name: Gary Fralick
Numbers: Office: 568-8733
         568-2633

Metro Water Department
Contact Name: 
Numbers: 

Nashville Gas
Contact Name: Kirby Lane
Numbers: Office # 734-1850

Door Doctor
Contact Name: Jim Morrison
Numbers: Office # 822-0290

Kings III
Contact Name: Answering Service
Numbers: Office # 1-800-354-6473
         972-462-0611

Mid-South Maintenance
Contact Name: Office
Numbers: Office # 822-2252

ARS Service Express
Contact Name: Office
Emergency Management Plan

Numbers: Office # 255-2111

Elite Gate
Contact Name: Office
Numbers: Office # 612-3010
EMERGENCY RESPONSE PLAN

FACILITIES

Management of Utility Interruptions/

Emergency Conditions
UTILITY FAILURE

1. In the event of a major utility failure during regular work hours (8:00 a.m. through 5:00 p.m., Monday through Friday) IMMEDIATELY notify Facilities Management at 329-8637.

2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify Campus Security at 329-8777.

3. The evacuations of a building will occur when a building alarm sounds continuously and/or when an emergency exists.

4. ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATOR IN CASE OF FIRE. Smoke is the greatest danger in fire, so stay near the floor where the air is less toxic. DO NOT PANIC!!!

5. Once outside, move to a clear area that is at least 500 feet away from the affected buildings(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. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.
IMPORTANT: After an evacuation, report to your designated campus area assembly point. Stay there until an accurate head count census is taken.

ELECTRICAL/LIGHT FAILURE:

At present, campus lighting may not provide sufficient illumination in corridors and stairs for safe exiting. Therefore, flashlights will be available at the main desk in each building. If you are in possession of a personal flashlight, please assist others to find appropriate shelter.

ELEVATOR FAILURE:

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

SERIOUS GAS LEAK:

Cease all operation and evacuate the area. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER electrical arcing can trigger an explosion! Notify Campus Security at 329-8777 and/or Facilities Management at 329-8637. If there is smell of a gaseous leak, please restrain from striking a match or using a cigarette lighter.

STEAM LINE FAILURE:

If you notice a constant stream of steam coming from building pipes or under the ground, IMMEDIATELY notify the Campus Security at 329-8777 or Facilities Management at 329-8637 and, if necessary, evacuate the area.
VENTILATION PROBLEM:

If smoke odors come from the ventilation system, IMMEDIATELY notify the Campus Security at 329-8777 or Facilities Management at 329-8637 and, if necessary, cease all operations and evacuate the area.

IMPORTANT: After any evacuation, report to your designated campus area assembles point. Stay there until an accurate head count census has been taken.
Emergency Management Plan
FACILITES
Management of Emergency Conditions
- Interruption of the Chilled Water System -

Level I:

- The person discovering the problem notifies Plant Operations Customer Service Center of the situation. Information concerning location building, floor affected area are gathered during this notification.

- FG&O personnel respond of the scene to investigate the cause and location of failure.

- Plant Operations Customer Service Center notifies University Campus Safety at 329-8777 or 329-8778 of the affected area.

- When the campus distribution network is involved, FG&O manager will notify Honeywell Controls a 1-888-306-7242.

- FG&O will isolate the failure location by disconnecting chilled water feed to the affected pipeline, valve, or other chilled water system component.

- FG&O will implement, or assist Honeywell in implementing the necessary repairs for the failed components(s).

Level II:

- The person discovering the problem notifies Plant Operations Customer Service Center of the situation. Information concerning
location; building, floor affected area are gathered during this notification.

✔ FG&O personnel respond of the scene to investigate the cause and location of failure.

✔ Plant Operations Customer Service Center notifies University Campus Safety at 329-8777 or 329-8778 of the affected area.
  - Campus Safety will monitor the situation.

✔ When the campus distribution network is involved FG&O Manager will notify Honeywell controls at 1-888-306-7242.
  - Honeywell will arrange for repair and/or replacement components.
  - If necessary, FG&O will implement an on-site plan to provide an alternate (temporary) feed to the affected area.
  - Honeywell will implement the necessary repairs for the failed component(s).

✔ FG&O will isolate the failure location by disconnection chilled water feed to the affected pipeline, valve, or other steam system component.

When the failure is internal to the campus distribution network

✔ FG&O will implement, or assist Honeywell in implementing the necessary repairs for the failed component(s).
Level III:

- The person discovering the problem notifies Plant Operations Customer Service Center of the situation. Information concerning location; building, floor affected area are gathered during this notification.

- FG&O personnel respond of the scene to investigate the cause and location of failure.

- Plant Operations Customer Service Center notifies University Campus Safety at 329-8777 or 329-8778 of the affected area.
  - Campus Safety will monitor the situation.
  - Campus Safety will notify all affected building occupants of the condition.

- When the campus distribution network is involved FG&O Manager will notify Honeywell controls at 1-888-306-7242.
  - Honeywell will arrange for repair and/or replacement components.
  - If necessary, FG&O will implement an on-site plan to provide an alternate (temporary) feed to the affected area.
  - Honeywell implement the necessary repairs for the failed component(s).

- FG&O will isolate the failure location by disconnection chilled water feed to the affected pipeline, valve, or other steam system component.

When the failure is internal to the campus distribution network
✓ FG&O will implement, or assist Honeywell in implementing the necessary repairs for the failed component(s).
Management of Emergency Conditions
- Flooding-

FLOODING

Level I:

 ✓ Plant Operations customer Service Center is notified of the situation by the person discovering the problem. Information concerning location, building, floor-affected areas are gathered during this notification.

 ✓ FG&O personnel respond of the scene to investigate the cause and location of failure.

 ✓ Plant Operations Customer Service Center notifies Campus Safety at 329-8777 or 329-8778 of the affected area.

 ✓ FG&O will secure on site flood and emergency pumping equipment and transport to flood site.

 ✓ FG&O will isolate the failure location by disconnecting flow to the affected pipeline, valve, or other component of the affected fluid conveying system.

 ✓ FG&O will contact the Environmental Health and Safety Agency if verification clearance for the site clean-up effort is required.

 ✓ Upon receiving safety clearance, if necessary, FG&O will employ sand bags, pumps, etc. to secure the flood area.

 ✓ FG&O will contact Custodial services to assist with the clean up.
Level II

✓ The person discovering the problem notifies Plant Operations Customer Service Center of the situation. Information concerning location, building, floor-affected areas are gathered during this notification.

✓ FG&O personnel respond of the scene to investigate the cause and location of failure.

✓ Plant Operations Customer Service Center notifies University Security at 329-8777 or 329-8778 of the affected area.

  - Campus Safety will notify all affected building occupants of the condition.
  - Campus Safety will monitor the situation.
  - Campus Safety will assist in the implementation of building evacuation procedures.

✓ University Campus Safety will contact the Environmental Health and safety Agency if required.

  - ERC responds to the site and evaluates the potential safety hazards.
  - When safety issues are not present, ERC will notify University Campus Safety of safety clearance
  - When safety issues are present, ERC will initiate and assist University Campus Safety in building evacuation/access limitation effort.

✓ FG&O will secure on site flood and emergency pumping equipment and transport to flood site.

✓ FG&O will isolate the failure location by disconnecting flow to the
affected pipeline, valve, or other component of the affected fluid conveying system.

✔ FG&O will contact the Environmental Health and Safety Agency to verify clearance for sit clean-up efforts if required.

✔ FG&O will contact custodial services to assist with the clean up.

✔ Upon receiving safety clearance, if necessary, FG&O will employ sand bags, pump, etc. to secure the flood area.

Level III

✔ Follow list for Level II.

✔ When major flooding affects building services, i.e. power and ventilation, University Campus Safety will assist in building evacuation procedures.
Management of Emergency Conditions
-Electrical Power Interruptions-

Contents

Definitions of ER Plan Levels

Power Brown outs

Campus wide occurrence of reduced voltage transmission

Loss of Power

Affecting a portion of one building
- Unscheduled with undetermined duration with generator start up

Affecting a portion of the campus network
- Forewarned, with estimated limited duration (*rolling blackouts*)
- Unscheduled with undetermined duration with generation start up

Affecting the entire campus network
- Forewarned, with estimated limited duration (*rolling blackouts*)
- Unscheduled with undetermined duration with generation start up
Facilities
Management of Emergency Conditions
-Electrical Power Interruptions-

Power Brownouts. campus wide occurrence of reduced voltage transmission

Level I: event not likely to adversely impact or threaten life, health or property

Prep for:
✓ Monitor voltage of normal power to identify periods of low voltage.

✓ Procure portable high capacity are compressors for standby use.

✓ Work with local vendors to ensure shelf stock of typical small motors.

Survival of:

✓ FG&O personnel will monitor the operation of essential small motor equipment such as control air compressors, condensate pumps, and sump pumps.

✓ FG&O University Security will monitor operation fire alarm and security system for indication of trouble alarms.

✓ FG&O and University Security personnel will monitor the operations of elevators with microprocessor controls for signs of malfunctioning. FG&O personnel will shut off power to units presenting problematic operation.
Emergency Management Plan

- FG&O personnel will monitor the operations of microprocessor based HVAC controls.

- Continue monitoring of normal power to verify when power returns to normal voltage level.

Recovery from:
- FG&O Contractor will turn on power to the elevator(s) removed from service and ensure elevator's normal operation.

- FG&O personnel will review trouble alarm data with University Security personnel for the various Fisk fire alarms systems.

- FG&O Electricians will verify normal operation of the Fisk fire alarm systems

- University Campus Safety personnel will verify normal operation of the Fisk security alarm systems.

Level II: escalated from Level I, when multiple equipment failures are evident

Survival of:
- Continue monitoring operations as in Level I.

- FG&O personnel will monitor space temperature for critical space served by failed control air compressors and react accordingly to maintain form becoming too hot or too cold.

- FG&O personnel will drain affected condensate receivers, onto the mechanical room floor, or into the nearest pit, and shut off power to the failed associated condensate pump.
✓ FG&O personnel will set-up portable pumping stations to recover for failed essential sump pumps.

✓ Fisk University Campus Safety will dispatch personnel to silence and monitor operation of fire alarm and security system in trouble alarm.

✓ After ensuring that cars are unoccupied, working with University Security personnel. FG&O personnel will shut off power to elevators with microprocessor controls presenting problematic operation.

✓ If major ventilation fans have shut down, which serve large portions of lab facilities, Plant operations supervisor will notify University Security directly to verify the situation and assess the associated health safety risk.

  - ERC responds to the site and evaluates the potential safety hazards.
  - When safety issues are not present, ERC will notify University Campus Safety of safety clearance.
  - When safety issues are present, ERC will initiate and assist Fisk Campus Safety in building evacuation/access limitation effort.

Recovery from:

✓ FG&O contractor will turn on power to the elevators removed from service and ensure normal operation of all Fisk elevators.

✓ FG&O personnel will close drain valves for affected condensate receivers and turn on power to the associated condensate pump(s) removed from service.

✓ FG&O personnel will determine component failures of the
failed equipment, procedure replacement parts, repair the equipment and return to normal operation.

✔ FG&O personnel will review trouble alarm data with university Security personnel for the various Fisk fire alarm systems. FG&O electricians will verify normal operation of the Fisk fire alarm systems.

✔ University Campus Safety personnel will verify normal operation of the Fisk security alarm systems.
Loss of Power  interruption affecting a portion of one building

*Unscheduled, with undetermined duration*

Prep for:
- FG&O personnel to procure and store flashlights and batteries.

**Level I:** event not likely to adversely impact or threaten life, health or property

Survival of: (per ERP)
- Respond to call from University Campus Safety about facilities problem, or notify University at 329-Campus Safety 8777 or 329-8778 if facilities problem exists, which will impact the Fisk community.
- Assess extent of the problem.
- Notify Campus Safety if problem will impact building usage, fire alarm or suppression system, either short-term or long-term.
- Notify ERC if problem will involve environmental release, which requires reporting and or safety clearances for affected area(s).
- Keep Campus Safety and ERC informed of the status of the problem including an estimate of the duration of impact.

Recovery from:
- Provide staff support for restoration of facility and activities.
- FG&O personnel will verify normal operation of all affected support equipment.
Level II: escalated from a level I based on size and functional nature of the area affected by the outage.

Survival of:

✓ The person discovering the problem notifies Plant Operations Customer Service Center of the situation. Information concerning location; building, floor affected area, and status of ventilation are gathered during this notification.

✓ FG&O personnel respond of the scene to investigate the cause and location of failure.

✓ Plant Operations customer Services Center notifies University of the Campus Safety affected area and ventilation status at 329-8777 or 329-8778.

   - University Campus Safety personnel will verify all affected Fisk elevators are clear and no one is stuck within.
   - University Campus Safety will, if necessary provide for access control.

✓ If affected area is within a lab building and ventilation is off, Plant Operations Manager notifies University Campus Safety directly at 329-8777 or 329-8778 to verify the situation and assess the associated health safety risk.
   - ERC responds to the site and evaluates the potential safety hazards.
   - When safety issues are not present, ERC will notify University Campus Safety for clearance.
   - When safety issues are present, ERC initiate and assist University Campus Safety in building evacuation/access limitation efforts.

✓ FG&O Electricians will isolate the failure location by disconnecting power feed to the affected panel, feeder, or other
power system component.

✓ FG&O Electricians will procure the necessary replacement components

✓ FG&O Electricians will implement an on-site plan to provide an alternate (temporary) feed to the affected area.

✓ FG&O Electricians will implement the necessary repairs for the failed component(s).

Recovery from:
✓ Provide staff support for restoration of facility and activities.

✓ FG&O personnel will verify normal operation of all affected support equipment.
Loss of Power  affecting a portion of the campus network; more than one building - (Level II)

*Forewarned, with estimated limited duration…*

Prep for:
- FG&O personnel to procure and store flashlights and batteries
- Prepare signs for toilet room doors n buildings where sewage ejector pump service the toilet room load. Signs should read "Do Not Use" "during power outage"
- Prior to the beginning to the scheduled outage, FG&O personnel will shut off power to all elevators I the affected area, after ensuring all persons are out of each elevator car.

Level II:  the event magnitude is based on size and functional nature of multiple areas affected by the outage

Survival of:
- Plant operations customer Services center is notified of the situation. Information concerning location and buildings affected are gathered during this notification.
- Plant operations Customer Services Center notifies University Campus Safety at 329-8777 or 329-8778 of the affected area and buildings.
  - University Campus Safety personnel will verify all affected Fisk elevators are clear and no is stuck within.
  - University Campus Safety will, if necessary provide for access control.
- Plant Operations Manager notifies University Campus Safety
directly at 329-8777 or 329-8778 to verify the situation and assess the associated health safety risk within all unventilated lab facilities…

- ERC responds to the site and evaluates the potential safety hazards.
- When safety issues are not present, ERC will notify University Campus Safety of safety clearance
- When safety issues are present, ERC will initiate and assist University Campus Safety in building evacuation/access limitation effort.

✔ FG&O personnel will check affected sump and sewage pits for identification of recovery issues.

✔ FG&O personnel will close drain valves for condensate receivers and turn on power to the associated condensate pump(s) removed from service.

✔ FG&O personnel will re-open the mainstream valves to reheat coils within affected areas.

✔ FG&O personnel will verify normal operation of all affected support equipment.
Loss of Power affecting a portion of the campus networks; more than building

*Unscheduled, with undetermined duration…*

**Prep for:**
- FG&O personnel to procure and store flashlights and batteries
- Prepare signs for toilet room doors n buildings where sewage ejector pump service the toilet room load. Signs should read "Do Not Use" "during power outage"

**Survival of:**
- The person discovering the problem notifies Plant Operations Customer Service Center of the situation. Information concerning location; building, floor affected area, and status of ventilation are gathered during this notification.
- FG&O personnel respond of the scene to investigate the cause and location of failure.
- Plant Operations customer Services Center notifies University Campus Safety of the affected area and ventilation status at 329-8777 or 329-8778.
  - University Campus Safety personnel will verify all affected Fisk elevators are clear and no one is stuck within.
  - University Campus Safety will, if necessary provide for access control.
- If affected area is within a lab building and ventilation is off, Plant Operations Manager notifies University Campus Safety directly at 329-8777 or 329-8778 to verify the situation and assess the associated health safety risk.
  - ERC responds to the site and evaluates the potential safety
- When safety issues are not present, ERC will notify University Campus Safety clearance.
- When safety issues are present, ERC initiate and assist University Security in building evacuation/access limitation efforts.

The Plant operations Customer Service Center will notify University Campus Safety 329-8777 or 329-8778 of the failure. Information concerning the intended response time is gathered during this notification.

When the failure is internal to the Fisk power network…

- FG&O will identify the failure and arrange for repair and/or replacement components.
- If necessary, FG&O will implement an on-site plan to provide an alternate (temporary) power feed to the affected area.
- FG&O will implement the necessary repairs for the failed components(s).

When the failure is external to the Fisk power network…

- FG&O shall task NES to restore service or provide power from an alternate source
- If necessary, FG&O shall procure use of a mobile (temporary) power generator and connect to strategic critical Fisk loads.

FG&O personnel will check sump and sewage pits for identification of recovery issues

FG&O personnel will drain affected condensate receivers, onto the mechanical room floor or into the nearest pit, and shut off power to the associated condensate pump(s).
When the failure is internal to the Fisk power network…

- FG&O Electricians will isolate the failure location by disconnecting power feed to the affected panel, feeder, or other power system component.
- FG&O Electricians will procure the necessary replacement components
- FG&O Electricians will implement an on-site plan to provide an alternate (temporary) feed to the affected area.
- FG&O Electricians will implement the necessary repairs for the failed component(s).

When the failure is external to the Fisk power network…

- FG&O supervisor will contact NES concerning the service outage. NES will be asked about the nature of the outage, and the estimated time to restore service.

Recovery from:

- Provide staff support for restoration of facility and activities.
- FG&O personnel will pump out pits and clean up around affected and overflowed sump pits.
- FG&O personnel will close drain valves for condensate receivers and turn on power to the associated condensate pump(s) removed from service.
Loss of Power affecting the entire campus network - (Level III)

Forewarned, with estimated limited duration…

Prep for:
- FG&O personnel to procure and store flashlights and batteries
- Prepare signs for toilet room doors n buildings where sewage ejector pump service the toilet room load. Signs should read "Do Not Use" "during power outage"

Prior to the beginning to the scheduled outage, FG&O personnel will shut off power to all elevators I the affected area, after ensuring all persons are out of each elevator car.

- Level III: event adversely impacts of threatens life, health or property at the University on a large scale. Plant operations customer Services center is notified of the situation. Information concerning location and buildings affected are gathered during this notification.

- Plant operations Customer Services Center notifies University Security at 329-8777 or 329-8778 of the affected area and buildings.
  - University Security personnel will verify all affected Fisk elevators are clear and no is stuck within.
  - University Security will, if necessary provide for access control.

- Plant Operations Manager notifies University Security directly at 329-8777 or 329-8778 to verify the situation and assess the associated health safety risk within all unvented lab facilities…
- ERC responds to the site and evaluates the potential safety hazards.
- *When safety issues are not present*, ERC will notify University Security of safety clearance
- *When safety issues are present*, ERC will initiate and assist University Security in building evacuation/access limitation effort.

✓ FG&O personnel will check sump and sewage pits for identification of recovery issues

✓ FG&O personnel will drain affected condensate receivers, onto the mechanical room floor or into the nearest pit, and shut off power to the associated condensate pump(s).

✓ FG&O personnel will turn off power to the chiller and compressor.

✓ FG&O personnel will verify normal operation of all support equipment.
Loss of Power affecting the entire campus network -
(Level III)

Unscheduled, with undetermined duration…

Prep for:
✓ FG&O personnel to procure and store flashlights and batteries.
✓ Prepare signs for toilet room doors in buildings where sewage ejector pump service the toilet room load. Signs should read "Do Not Use" "during power outage"

Level III: event adversely impacts or threatens life, health or property at the University on a large scale

Survival of:
✓ The person discovering the problem notifies Plant Operations Customer Service Center of the situation. Information concerning location; building, floor affected area, and status of ventilation are gathered during this notification.
✓ FG&O personnel respond of the scene to investigate the cause and location of failure.
✓ Plant Operations customer Services Center notifies University Security of the affected area and ventilation status at 329-8777 or 329-8778.
  - University Security personnel will verify all affected Fisk elevators are clear and no one is stuck within.
  - University Security will, if necessary provide for access control.
✓ Plant Operations Manager notifies University Security directly at
329-8777 or 329-8778 to verify the situation and assess the associated health safety risk relative to lack of lab ventilation.

- ERC responds to the site and evaluates the potential safety hazards.
- *When safety issues are not present*, ERC will notify University Security clearance.
- *When safety issues are present*, ERC initiate and assist University Security in building evacuation/access limitation efforts.

✔ The Plant operations Customer Service Center will notify University Security 329-8777 or 329-8778 of the failure. Information concerning the intended response time is gathered during this notification.

✔ When the failure is internal to the Fisk power network…

- FG&O will identify the failure and arrange for repair and/or replacement components.
- If necessary, FG&O will implement an on-site plan to provide an alternate (temporary) power feed to the affected area.
- FG&O will implement the necessary repairs for the failed components(s).

When the failure is external to the Fisk power network…

- FG&O shall task NES to restore service or provide power from an alternate source
- If necessary, FG&O shall procure use of a mobile (temporary) power generator and connect to strategic critical Fisk loads.

✔ FG&O personnel will check sump and sewage pits for identification of recovery issues.
✔ FG&O personnel will drain affected condensate receivers, onto the
mechanical room floor or into the nearest pit, and shut off power to the associated condensate pump(s).

When the failure is internal to the Fisk power network…

☑ FG&O Electricians will isolate the failure location by disconnecting power feed to the affected panel, feeder, or other power system component.

☑ FG&O Electricians will procure the necessary replacement components

☑ FG&O Electricians will implement an on-site plan to provide an alternate (temporary) feed to the affected area.

☑ FG&O Electricians will implement the necessary repairs for the failed component(s).

When the failure is external to the Fisk power network…

☑ FG&O supervisor will contact NES concerning the service outage. NES will be asked about the nature of the outage, and the estimated time to restore service.

Recovery from:
☑ Provide staff support for restoration of facility and activities.

☑ FG&O personnel will pump out pits and clean up around overflowed sump pits.

☑ FG&O personnel will close drain valves for condensate receivers and turn on power to the associated condensate pump(s) removed from service.
✓ FG&O personnel will turn on power to the chiller and compressor

✓ FG&O personnel will verify normal operation of all support equipment.
FACILITIES
Management of Emergency Conditions
- Interruption of the Steam System -

Interruption of the Steam System

Level I:

✓ The person discovering the problem notifies Plant Operations Customer Service Center of the situation. Information concerning location; building, floor affected area are gathered during this notification.

✓ FG&O personnel respond of the scene to investigate the cause and location of failure.

✓ Plant Operations Customer service Center notifies university Security at 329-8777 or 329-8778 of the affected area.

✓ When the campus distribution network is involved, FG&O will notify Honeywell controls at 1-888-306-7242

✓ FG&O will isolate the failure location by disconnection steam fed to the affected pipeline, valve, PRV, trap or other steam system component.

✓ FG&O will implement Honeywell in implementing an on site Plan to provide an alternate feed to the affected area.

✓ FG&O will implement, Honeywell in implementing the necessary repairs for the failed component(s).
Level II:

✔ The person discovering the problem notifies Plant Operations Customer Service Center of the situation. Information concerning location; building, floor affected area are gathered during this notification.

✔ FG&O personnel respond of the scene to investigate the cause and location of failure.

✔ Plant Operations Customer Service Center notifies University Security at 329-8777 or 329-8778 of the affected area.

  - Security will monitor the situation.

✔ When the campus distribution network is involved FG&O Manager will notify Honeywell controls at 1-888-306-7242.

  - Honeywell will arrange for repair and/or replacement components.
  - If necessary, FG&O will implement an on-site plan to provide an alternate (temporary) feed to the affected area.
  - Honey will implement the necessary repairs for the failed component(s).

✔ FG&O will isolate the failure location by disconnection chilled water feed to the affected pipeline, valve, or other steam system component.

When the failure is internal to the campus distribution network
✔ FG&O will implement, or assist Honeywell in implementing the necessary repairs for the failed component(s).
Level III:

✓ The person discovering the problem notifies Plant Operations Customer Service Center of the situation. Information concerning location; building, floor affected area are gathered during this notification.

✓ FG&O personnel respond of the scene to investigate the cause and location of failure.

✓ Plant Operations Customer Service Center notifies University Security at 329-8777 or 329-8778 of the affected area.
  - Security will monitor the situation.

✓ When the campus distribution network is involved FG&O Manager will notify Honeywell controls at 1-888-306-7242.
  - Honeywell will arrange for repair and/or replacement components.
  - If necessary, FG&O will implement an on-site plan to provide an alternate (temporary) feed to the affected area.
  - Honey will implement the necessary repairs for the failed component(s).

✓ FG&O will isolate the failure location by disconnection chilled water feed to the affected pipeline, valve, or other steam system component.

When the failure is internal to the campus distribution network

✓ FG&O will implement, or assist Honeywell in implementing the necessary repairs for the failed component(s).
When the failure is associated with the generation plant…

✓ FG&O will keep in contact with Honeywell to monitor the situation.

✓ If necessary, FG&O will ensure that only strategic critical Fisk loads are capacity or for connection to a mobile boiler plant.
Emergency Management Plan

FACILITIES
Management of Emergency Conditions
- Interruption of the Water Service -

Interruption of the Water Service

Level I: internal failure within the campus distribution network

- The person discovering the problem notifies Plant Operations Customer Service Center of the situation. Information concerning location; building, floor affected area are gathered during this notification.

- FG&O personnel respond of the scene to investigate the cause and location of failure.

- Plant Operations Customer Service Center notifies University Security at 329-8777 or 329-8778 of the affected area.

- When the campus distribution network is involved, FG&O Manager will notify Regional Water authority at 615-862-4800.

- FG&) will isolate the failure.

- FG&O will implement, or assist the Water Authority in implementing an on-site plan to provide an alternate feed to the affected area.

- FG&O will implement, or assist the Water Authority in implementing the necessary repairs for the failed component(s).

Level II:
✓ The person discovering the problem notifies plant operation Customer Service Center of the situation. Information concerning location; building, floor affected area are gathered during this notification.

✓ FG&O personnel respond of the scene to investigate the cause and location of failure.

✓ Plant operations Customer Service Center notifies University Security at 329-8777 or 3298778 of the affected area.

  - Security will monitor the situation
  - Security will notify the Nashville Fire Department at 615-327-1300 of water outage
  - Security will notify all affected building occupants of the condition

✓ When the campus distribution network is involved, FG&O manager will notify Regional Water Authority at 615-862-4800.

  - FG&O will identify the failure location as being internal to the campus distribution network or within the pressurization plant and estimate the period of service outage.
  - FG&O will arrange for repair and/or replacement components.
  - If necessary, FG&O will implement an on site plan to provide an alternate (temporary) feed to the affected area.
  - FG&O will implement the necessary repairs for the failed component(s).

✓ When the campus distribution network is involved, the University Security will notify Nashville Fire Department at 615-327-1300
When there is no potential for the fire service impairment in the affected area…
  - Security will notify the Nashville Fire Department of normal operation.

When there is potential for fire service impairment in the affected area…
  - ERC will respond to the site as soon as possible and evaluate the potential risk issues.
  - ERC will notify the Nashville Fire Department, University Security and FG&O of the fire system impairment.
  - ERC will assist University Security FG&O in implementing an on-site plan to provide a temporary alternate feed to the affected area.
  - ERC will assist University Security and FG&O in implementing the necessary repairs for the failed component(s).
  - ERC will notify the Nashville Fire Department and University Security after the fire service has been restored.

✓ FG&O will isolate the failure

When the failure is internal to the campus distribution network…

✓ FG&O will implement, an on-site plan to provide an alternate feed to the affected area.
✓ FG&O will implement, the necessary repairs for the failed component(s).

When the failure is external to the Fisk high-pressure water network…

✓ FG&O will contact regional Water Authority at 615-862-4800 concerning the service outage.
✓ FG&O will keep in contact with the Water Authority to monitor
the situation.

✓ FG&) will secure additional quantities of drinking water, as required, through he duration of the outage.

FACILITIES
Management of Emergency Conditions
-Natural Gas Leak-

Natural Gas Leak

Level I: internal failure within the campus distribution network

✓ The person discovering the problem notifies Plant Operations Customer Service Center of the situation. Information concerning location; building, floor affected area are gathered during this notification.

✓ FG&O personnel respond of the scene to investigate the cause and location of failure.

When the initial investigation does not determine the source…

✓ Plant Operations Customer Service Center notifies Nashville Gas Company at 615-734-1400 of the affected area.

✓ FG&O will isolate the failure location by disconnecting the gas feed to the affected pipeline, valve, or other natural gas system component.

✓ FG&O will implement the necessary repairs for the failed component(s).
Once gas service is restored, FG&O will verify the affected area.

Level II:
✓ The person discovering the problem notifies Plant Operations Customer Service Center of the situation. Information concerning location; building, floor affected area are gathered during this notification.

✓ FG&O personnel respond of the scene to investigate the cause and location of failure.

When the initial investigation does not determine the source…

✓ Plant Operations Customer Service Center notifies Nashville Gas Company at 615-734-1400 of the affected area.

- University Security contacts the Nashville Fire Department
- University will monitor the situation
- University will implement building evacuation procedure, upon judgment of the Nashville Fire Department

✓ Plant Operations Customer Service notifies university Security at 329-8777 or 329-8778 of the affected area.
- Security will monitor the situation.
- If applicable, Security will notify all affected building occupants of the condition
- Upon judgment of the Nashville Fire Department, security will assist with implementation of building evacuation procedures.

✓ University Security will notify the Nashville Fire Department of the affected area.
- The Nashville Fire Department will determine if building evacuation is necessary.
- The Nashville Fire Department will direct and monitor the situation until the leak has been secured.

✓ University Security will contact the emergency Response Coordinator

- ERC will respond to the site as soon as possible and will evaluate and track the leak, through use of detection equipment.
- ERC will assist FG&O to isolate the failure location by securing the affected pipeline, valve, or other natural gas system component.
- If necessary, ERC will assist FG&O in implementing an on-site plan to provide a temporary alternate feed to the affected area.
- ERC will assist FG&O in implementing the necessary repairs for the failed component(s).
- Once gas service is restored, ERC will assist FG&O in verification that all gas cocks are closed within the affected area.
- ERC will notify Nashville Fire Department, and FG&O and University Security after the natural gas service has been restored.

When the failure is internal to the Fisk natural gas piping network…

✓ FG&O will isolate the failure location by disconnecting the gas feed to the affected pipeline, valve, or other natural gas system component.

✓ If necessary, FG&O will implement an on-site plan to provide an alternate feed to the affected area.
✓ FG&O will implement the necessary repairs for the failed component(s).

✓ Once gas service is restored, FG&O will verify that all gas cocks are closed within the affected area.

When the failure is external to the Fisk natural gas piping network…

✓ FG&O will contact the Nashville Gas Company at 615-734-1400.

✓ FG&O will keep in contact with Nashville Gas Company to monitor the situation.

✓ Once gas service is restored, FG&O will verify that all gas cocks are closed within the affected area.

**Level III:**

For escalation of this event, i.e. consequential explosion, fire, etc., refer to Fire Safety, Section
Please Note: Each identified “Critical Unit” and “Special Unit” must complete their own department-specific plan using the enclosed template and return to the Emergency Plan Coordinator – Mickey West (Campus Safety Director)
FISK UNIVERSITY

EMERGENCY MANAGEMENT PLAN

DEPARTMENT

NAME: ITS

UNIT PLAN
ASSIGNMENT OF RESPONSIBILITY

The individuals responsible for the development and execution of this Unit Plan are as follows:

Head of Unit Plan

1. Chris Estes
2. 

Plan Development & Maintenance

1. Chris Estes
2. 

Plan Contact & Activation

1. Chris Estes
2. 

Representatives on the Incident Response Team (if applicable)

1. Chris Estes
2. 

Unit Plan Emergency Management Team

1. Chris Estes
2. 
3. 
4. 
## Deadlines

<table>
<thead>
<tr>
<th>ANNUAL UPDATE ACTIVITIES</th>
<th>PERSON RESPONSIBLE</th>
<th>Completion DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary</strong></td>
<td><strong>Alternate</strong></td>
<td></td>
</tr>
<tr>
<td>Attend Annual Training Meeting</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>Schedule Unit Review Meeting</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>Update Unit Plan</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>Notify Facilities of any building leaks or breaches in building integrity in your area</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>Establish contracts with suppliers &amp; vendors for specialized recovery operations</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>Distribute copies of the updated Unit Plan</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>Forward a copy of the updated Unit Plan to the Emergency Management Plan Coordinator</td>
<td>Chris Estes</td>
<td></td>
</tr>
</tbody>
</table>
The following critical functions, services, equipment and records have been determined to be essential for the effective recovery, restoration and resumption of this Unit:

### Critical Operations

<table>
<thead>
<tr>
<th>Operation</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td>2.</td>
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<td>3.</td>
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### Critical Services

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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Primary</td>
</tr>
<tr>
<td>1. Network</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>2. Email</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>3. Banner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Telephone</td>
<td>Bell South</td>
<td></td>
</tr>
</tbody>
</table>

As necessary, develop, maintain and attach Response Plans that identify personnel and procedures to maintain and restore critical services provided to the University. (Insert as Attachment #2)

### Critical Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Primary</td>
</tr>
<tr>
<td>1. Internet Services</td>
<td>Chris Estes</td>
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</tr>
<tr>
<td>2. Email Services</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>3. Network Services</td>
<td>Chris Estes</td>
<td></td>
</tr>
</tbody>
</table>
## Vital Records

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>1. Maintenance</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>2. Off Site Storage*</td>
<td>Richards &amp; Richards</td>
<td></td>
</tr>
<tr>
<td>3. Emergency/Storm Protection</td>
<td>Chris Estes</td>
<td></td>
</tr>
</tbody>
</table>

* Location of Off-Site records: P.O. Box 17070
                          Nashville, TN 37217

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**Important Notes:**

- The Information Technology Department secures all electronic records for information saved on the University network.
- Individual Faculty & Staff are responsible for securing electronic information that is not secured on the University network.
Plan Activation

A. **Alert.**

Campus Safety will alert all Units in the event of an emergency situation or a pending emergency situation. (See the University Emergency Management Plan)

**Meet.**

The Head of the Unit Plan will conduct a meeting of the Unit Plan Emergency Management Team for their department. In the event of an emergency situation or pending emergency situation the Unit Plan Emergency Management Team will assemble at the following location:

1. **Primary:** ITS – Crosthwaite Hall

2. **Alternate:** Park Johnson

If the Primary Site is disabled or inaccessible the Unit Plan Emergency Management Team will assemble at the following Alternate Command Post location:

**Prepare.**

Event Preparation Steps will be taken as directed.

**Survive.**

During the emergency focus on life safety matters

**Recover.**

After the emergency:

9. Conduct a damage assessment
10. Clean-up work areas

**STORM PREPARATION STEPS**

Campus Safety will secure the Campus
Facilities will secure building envelopes and outdoor assets.

Each Unit is responsible for securing their building contents as follows:

Faculty & Staff are responsible for securing their work areas / offices.

Assignments for securing Common Areas, Labs, Special Equipment, etc. are as follows:

<table>
<thead>
<tr>
<th>Area, Equipment, Lab, etc.</th>
<th>Staff Responsible For This Function</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Primary</td>
<td>Alternate</td>
</tr>
<tr>
<td>1. Network Server</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>2. Email &amp; Internet Services</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>3. Banner Services</td>
<td>Chris Estes</td>
<td></td>
</tr>
<tr>
<td>4. Computer Labs</td>
<td>Chris Estes</td>
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<td>5.</td>
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<td>7.</td>
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<td>8.</td>
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</tbody>
</table>

Staff members responsible for distribution supplies received from Facilities:

Primary Chris Estes
Alternate

Units that have extensive preparation steps (Facilities, EH&S, Campus Safety, and others) will need to develop, maintain and attach Response Plans that identify personnel, procedures and a timetable to secure University assets and to maintain critical services. (Insert as Attachment #2)
Emergency Management Plan

Campus Closing Checklist – Flood Threat

In the event that the University suspends normal operations in response to the threat of a storm or other rain/flood event, the following activities must be carried out in each unit prior to employees being released.

1. Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.
2. Unplug computers, printers and other electrical appliances.
3. Ground floor occupants in buildings subject to flooding:
   - Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
   - Move all equipment, books, papers and other valuables off the floor to locations safe from flooding.
   - If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   - If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
4. In lab areas:
   - In lab areas subject to flooding, store sensitive apparatus and glassware.
   - Attend to critical utility-dependent processes and make arrangements for back-up supply.
   - Assure all hazardous and biohazards materials and wastes are properly protected.
5. Check contents of refrigerators and set to coldest setting.
6. Empty trash receptacles of items likely to rot.
7. Take home all personal items of value.
8. Close and latch all windows. Close and lock all doors.
9. Stay tuned to the radio/television for additional information, or call the University Hotline.
10. Other: _______________________________________________________
11. Other: _______________________________________________________
12. Other: _______________________________________________________
13. Other: _______________________________________________________
Campus Closing Checklist – Wind & Flood (Tornado) Threat

In the event that the University suspends normal operations in response to the threat of a tornado or other severe wind and/or flood event the following activities must be carried out in each unit prior to employees being released.

1. Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.
2. Unplug computers, printers and other electrical appliances.
3. All occupants:
   - Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
   - Move all equipment, books, papers and other valuables away from windows, off the floor, and to interior areas of the building. *(Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).*
   - For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. *(Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).*
   - Cover and secure or encase and seal equipment and other valuables with plastic.
   - Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
   - Close and latch (or secure with tape) all filing cabinets.
   - To the extent possible, turn bookcases, shelving units, etc. around to face walls.
   - Place telephones in desk drawers. Leave telephones plugged in *(you will be able to receive emergency messages).*
4. In lab areas:
   - Store sensitive apparatus and glassware.
   - Attend to critical utility-dependent processes and make arrangements for back-up supply.
   - Assure all hazardous and biohazards materials and wastes are properly protected.
5. Check contents of refrigerators and set to coldest setting.
6. Empty trash receptacles of items likely to rot.
7. Take home all personal items of value.
8. Close and latch all windows. Close and lock all doors.
9. Stay tuned to the radio/television for additional information, or call the University Hotline.
10. Other: _______________________________________________________
11. Other: _______________________________________________________
12. Other: _______________________________________________________
13. Other: _____________________________________________________
DAMAGE ASSESSMENT

Once the disaster event is over the following actions will take place:

13. Campus Safety will determine if the campus is safe.

14. Facilities will determine if buildings are safe and complete damage assessment reports for each building.

15. Faculty & staff will be instructed to assist with the restoration of university operations by completing the following damage assessment reports for building contents.

Units that have extensive recovery steps (Facilities, EH&S, Campus Safety, and others) will need to develop, maintain and attach Response Plans that identify personnel, procedures and a timetable to restore critical services. (Insert as Attachment #2)
## Initial Damage Assessment – Offices, Rooms, etc.

Building ________ Room ________ Inspected By _____________________ Date _____________

<table>
<thead>
<tr>
<th>Category</th>
<th>Condition</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Equip.</td>
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<tr>
<td>Computers</td>
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<tr>
<td>Printers</td>
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<td></td>
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<tr>
<td>Monitors</td>
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<td></td>
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<tr>
<td>Peripherals</td>
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<tr>
<td>Copiers</td>
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<tr>
<td>Calculators</td>
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<td></td>
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<tr>
<td>Other</td>
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<tr>
<td>Communications</td>
<td></td>
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<tr>
<td>Telephones</td>
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<tr>
<td>Cellular Phones</td>
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<td></td>
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<tr>
<td>Two-way Radios</td>
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<tr>
<td>Fax Machines</td>
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<tr>
<td>Switchboard</td>
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<tr>
<td>E-mail</td>
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<tr>
<td>Other</td>
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<tr>
<td>Supplies</td>
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<td>Paper</td>
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<td>Forms</td>
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<td>Other</td>
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<td>Furniture</td>
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<td>Chairs</td>
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<td>Desks</td>
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<td>Credenzas</td>
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<td>Tables</td>
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<tr>
<td>Other</td>
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</tbody>
</table>
## Initial Damage Assessment – Labs

Building _______ Lab _______ Inspected By ______________________ Date __________

<table>
<thead>
<tr>
<th>Category</th>
<th>Condition</th>
<th>Priority</th>
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<td>Radioactive</td>
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<td>Flammable Materials</td>
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<td>Biological</td>
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<tr>
<td>Spills</td>
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<td>Power</td>
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<td>Temperature Sensitive</td>
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<td>Ventilation Control</td>
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<td>Laser</td>
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<tr>
<td>Life Support</td>
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<td>Animals</td>
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<td>Other</td>
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<tr>
<td>Other</td>
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</tbody>
</table>
Emergency Management Plan

Attachment #1 – Contact Lists

Emergency:

Campus Safety
329-8777

University Hot Line
329-8500

Outside Emergency Services (Police, Fire & Medical)

Faculty & Staff:

ITS Team:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Number</th>
<th>Cellular Number</th>
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<tbody>
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</tbody>
</table>
Overall Incident Response Plan

A. Purpose

The purpose of this Incident Response Plan is to provide important information in the event an emergency or natural disaster that occurs within the University or the general area that impacts academic and other operations. Together with the other emergency plans developed by this institution, this plan will assist in anticipating emergencies and help initiate the appropriate response to greatly lessen the extent of injuries and limit equipment, material, and property damage.

This Incident Response Plan is designed for use by faculty, staff and other early responders. Ongoing and overall University emergency response operations are defined in the Emergency Management Plan.

B. Mission

The mission of the University with respect to emergency response is to safeguard the lives of faculty, staff, and students, to lessen the extent of personal injuries that may occur, and to protect assets in the event of an emergency or natural disaster.

C. Assessment of Critical Emergency Functions/Services

Even in times of emergencies or natural disasters, certain University functions must continue to operate and provide basic services to faculty, staff, and students. Depending upon the emergency or situation, the services provided may be operated at a reduced level.

The President and Executive Staff will annually review the functions and services provided by the institution and establish which are critical to the continued operation of the University. Maintaining these critical functions/services are addressed in this and other emergency documents prepared by the University.

D. University Incident Commander

The Incident Response Plan for the University operates under the “Incident Command System” – a system utilized by FEMA and many other organizations. Under this system a single Incident Commander directs all University resources. Although the University Incident Commander may consult with other individuals, it is imperative that all employees follow the decisions made by the University Incident Commander(1).
(1) As necessary the University Incident Commander will relinquish Incident Command to Civil Authorities.

The University Incident Commander is the highest available individual on the following list:

Incident Commander
1. Mickey West
2.
3.

E. Communications

Plan Activation

In case of any type of campus emergency individuals making the discovery should first move to a safe location and then contact Campus Safety. The Campus Safety Officer should follow standard operating procedures contacting Civil Authorities (Police, Fire, etc.) as necessary. If the emergency warrants, he/she should also communicate immediately with the Incident Commander. The University Incident Commander will assess the situation and direct Campus Safety to contact and summon the necessary University and other resources required to contain and control the emergency.

Emergency Situation

During school hours emergency information is communicated by either a Fire Alarm (indicating the need to perform a Facility Evacuation) or by a Siren (indicating the need to perform an Emergency Lockdown). At this point, no siren is available on campus, thus a lockdown must be originated utilizing radio communications, “a phone tree”, or physical response to lockdown areas. Emergency information can also communicated by intercom and “alert emails”. Communications with parents is typically conducted by personal telephone when necessary.

Outside Communications
Emergency Management Plan

The University Incident Commander and Public Relations will draft and communicate any necessary messages to parents. Mechanisms for communication should include a University Hotline (primary method to retrieve general emergency information), email (primary method to disseminate general emergency information), University web-site, TV, radio and personal telephone call (for individual student information).

Media Communications

Communication procedures are detailed in the Emergency Management Plan and in the Public Relations department plan. Only individuals designated in the Emergency Management Plan should speak with the news media. NOTE: It is imperative to control the media’s access to grounds and facilities. As such – an area specifically zoned for media should be reserved and controlled. Press conferences should be scheduled routinely that provides the media with only that information necessary as determined by the Communications Department.

F. Emergency Lockdown

There are a number of emergency situations where an evacuation of a building and/or classroom is not advisable – hostile intruder, active shooter, hazardous gas, vapor or liquid release outside, terrorist attack, etc.

Communications

• An emergency lockdown should be announced by intercom or other voice communication. This may include a “phone tree”, email or even physical response to the site locations.
• If a situation that may require an Emergency Lockdown is discovered, the individual making the discovery shall immediately contact the University Incident Commander and provide as much information as possible.
• Fire evacuation alarms are NOT to be sounded in lockdown circumstances

Procedures

• Lock classroom and other doors
• Close windows & window treatments
• Turn off lights
• Everyone is to remain quite and NOT enter hallways
• Should the fire alarm sound, do not evacuate the building unless:
  o You have first hand knowledge that there is a fire in the building, or
You have been advised by a Police/Campus Safety to evacuate the building, or

- There is imminent danger in the immediate area.
  - Crouch down in areas that are out of sight from doors and windows
  - Students in hallways are to seek shelter in the nearest classroom
  - Students in outdoor areas should immediately take cover.

APPENDIX A

Bomb Threat or Suspicious Package

- If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact the Campus Safety and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics.
- If a telephone call or information is received stating a bomb is somewhere on the campus:
  - Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller’s voice, to include male/female, accent, age, etc., and the possible location. (Note: Use the attached checklist for bomb threats.)
  - Recipient does not hang up the phone when the call is completed. Keep the line open or place it on “hold”.
  - Recipient immediately contacts the Campus Safety and advises them of the call, and provides a detailed written text.
  - In addition to contacting the University Incident Commander, Campus Safety will call 911 advising local emergency services authorities of the situation about the bomb threat or suspicious package, and request local emergency services assistance. Local emergency services authorities should receive updated information upon their arrival.
  - Campus Safety will be posted to ensure no one enters the building(s) until emergency personnel arrive and the area is determined to be safe.
  - All students, faculty, and staff will vacate the affected buildings, and move to a safe location as designated by officials on site, staying at least 300 feet from the nearest building.
  - Once local emergency service authorities arrive, the University Incident Commander will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.
• The local emergency services authorities will notify the University Incident Commander when reentry to the building can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the local authorities.

BOMB THREAT CHECKLIST & TELEPHONE PROCEDURE

INSTRUCTIONS: BE CALM, BE COURTEOUS, AND LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR OR CAMPUS SAFETY OFFICER BY PRE-ARRANGED PLAN WHILE CALLER IS ON THE LINE.

Name of Operator ___________________________________________ Time:___________ Date:______________

Number at which call was received and number calling if caller ID available ___________________________________________

Caller’s Identity: Male: _____ Female: _____ Adult: ______ Juvenile: _____
Approximate Age: ______

Origin of Call: Local: ______ Long Distance: ______ Booth: ______
Internal: ______

VOICE CHARACTERISTICS: LANGUAGE: MANNER:
___ Loud ___ Soft ___ Excellent ___ Calm
___ Angry ___ High Pitch ___ Deep ___ Good ___ Rational
___ Irrational ___ Raspy ___ Pleasant ___ Fair ___ Coherent
___ Incoherent ___ Intoxicated ___ Other ___ Poor ___ Deliberate
___ Emotional ___ Laughing ___ Foul ___ Righteous
___ Other
Emergency Management Plan

SPEECH: __ Fast ___ Slow ___ Local ___ Factory
Machines ___ Trains ___ Distinct ___ Distorted ___ Not Local ___ Bedlam
___ Animals ___ Stutter ___ Nasal ___ Foreign ___ Music
___ Quiet ___ Slurred ___ Lisp ___ Race ___ Office Machines
___ Voices ___ Religion ___ Mixed ___ Street Traffic
___ Airplanes ___ Party

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING

QUESTIONS TO ASK:
When will it go off? ____________________________________________
Where is it located? ___________________________________________________________________________
What kind of bomb is it? _______________________________________________
Where are you calling from? ____________________________________________
What is your name and address? ______________________________________
__________________________________________________________________________

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

• Write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the callers voice, to include male/female, accent, age, etc. and the possible location.
• Do not hang up the phone when the call is completed. Keep the line open or place it on “HOLD”.
• Immediately contact Campus Safety and advise them of the call.
• Write out the message in its entirety with any other comments.
Overall Incident Response Plan

A. Purpose

The purpose of this Incident Response Plan is to provide important information in the event an emergency or natural disaster that occurs within the University or the general area that impacts academic and other operations. Together with the other emergency plans developed by this institution, this plan will assist in anticipating emergencies and help initiate the appropriate response to greatly lessen the extent of injuries and limit equipment, material, and property damage.

This Incident Response Plan is designed for use by faculty, staff and other early responders. Ongoing and overall University emergency response operations are defined in the Emergency Management Plan.

B. Mission

The mission of the University with respect to emergency response is to safeguard the lives of faculty, staff, and students, to lessen the extent of personal injuries that may occur, and to protect assets in the event of an emergency or natural disaster.

C. Assessment of Critical Emergency Functions/Services

Even in times of emergencies or natural disasters, certain University functions must continue to operate and provide basic services to faculty, staff, and students. Depending upon the emergency or situation, the services provided may be operated at a reduced level.

The President and Executive Staff will annually review the functions and services provided by the institution and establish which are critical to the continued operation of the University. Maintaining these critical functions/services are addressed in this and other emergency documents prepared by the University.

D. University Incident Commander

The Incident Response Plan for the University operates under the “Incident Command System” – a system utilized by FEMA and many other organizations. Under this system a single Incident Commander directs all University resources. Although the University Incident Commander may consult with other individuals, it is imperative that all employees follow the decisions made by the University Incident Commander(1).
(1) As necessary the University Incident Commander will relinquish Incident Command to Civil Authorities.

The University Incident Commander is the highest available individual on the following list:

Incident Commander
1. Marie Lang - Primary
2. John Springer - Alternate
3. Ralph Hatley

E. Communications

Plan Activation

In case of any type of campus emergency individuals making the discovery should first move to a safe location and then contact Campus Safety. The Campus Safety Officer should follow standard operating procedures contacting Civil Authorities (Police, Fire, etc.) as necessary. If the emergency warrants, he/she should also communicate immediately with the Incident Commander. The University Incident Commander will assess the situation and direct Campus Safety to contact and summon the necessary University and other resources required to contain and control the emergency.

Emergency Situation

During school hours emergency information is communicated by either a Fire Alarm (indicating the need to perform a Facility Evacuation) or by a Siren (indicating the need to perform an Emergency Lockdown). At this point, no siren is available on campus, thus a lockdown must be originated utilizing radio communications, “a phone tree”, or physical response to lockdown areas. Emergency information can also communicated by intercom and “alert emails”. Communications with parents is typically conducted by personal telephone when necessary.

Outside Communications
The University Incident Commander and Public Relations will draft and communicate any necessary messages to parents. Mechanisms for communication should include a University Hotline (primary method to retrieve general emergency information), email (primary method to disseminate general emergency information), University web-site, TV, radio and personal telephone call (for individual student information).

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Communication procedures are detailed in the Emergency Management Plan and in the Public Relations department plan. Only individuals designated in the Emergency Management Plan should speak with the news media. NOTE: It is imperative to control the media’s access to grounds and facilities. As such – an area specifically zoned for media should be reserved and controlled. Press conferences should be scheduled routinely that provides the media with only that information necessary as determined by the Communications Department.

F. Emergency Lockdown

There are a number of emergency situations where an evacuation of a building and/or classroom is not advisable – hostile intruder, active shooter, hazardous gas, vapor or liquid release outside, terrorist attack, etc.

Communications

• An emergency lockdown should be announced by intercom or other voice communication. This may include a “phone tree”, email or even physical response to the site locations.
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• Fire evacuation alarms are NOT to be sounded in lockdown circumstances

Procedures

• Lock classroom and other doors
• Close windows & window treatments
• Turn off lights
• Everyone is to remain quite and NOT enter hallways
• Should the fire alarm sound, do not evacuate the building unless:
You have first hand knowledge that there is a fire in the building, or
You have been advised by a Police/Campus Safety to evacuate the building, or
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  • Crouch down in areas that are out of sight from doors and windows
  • Students in hallways are to seek shelter in the nearest classroom
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APPENDIX A

Bomb Threat or Suspicious Package

• If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact the Campus Safety and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics.
  • If a telephone call or information is received stating a bomb is somewhere on the campus:
    • Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller’s voice, to include male/female, accent, age, etc., and the possible location. (Note: Use the attached checklist for bomb threats.)
    • Recipient does not hang up the phone when the call is completed. Keep the line open or place it on “hold”.
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  • In addition to contacting the University Incident Commander, Campus Safety will call 911 advising local emergency services authorities of the situation about the bomb threat or suspicious package, and request local emergency services assistance. Local emergency services authorities should receive updated information upon their arrival.
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Name of Operator __________________________________ Time:___________ Date:___________

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VOICE CHARACTERISTICS: LANGUAGE: MANNER:
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Emergency Management Plan

SPEECH:
NOISES:
___ Fast  ___ Slow  ___ Local  ___ Factory
Machines  ___ Trains  ___ Distinct  ___ Not Local  ___ Bedlam
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___ Quiet  ___ Nasal  ___ Foreign  ___ Music
___ Slurred  ___ Lisp  ___ Race  ___ Office Machines
Voices  ___ Slurred  ___ Lisp  ___ Race  ___ Office Machines
___ Airplanes  ___ Slurred  ___ Lisp  ___ Race  ___ Office Machines
___ Party

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING

QUESTIONS TO ASK:
When will it go off? ________________________________________________
Where is it located? ________________________________________________
What kind of bomb is it? ____________________________________________
Where are you calling from? _________________________________________
What is your name and address? ______________________________________

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

• Write down the call as precisely as possible, noting time of call, length of call,
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  age, etc. and the possible location.
• Do not hang up the phone when the call is completed. Keep the line open or
  place it on “HOLD”.
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• Write out the message in its entirety with any other comments.
ATTACHMENT C

Incident Response Plan

It is critically important that management review these procedures with Fire, Police and other emergency responders before adoption.
# INCIDENT RESPONSE PLAN

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Plan</td>
<td>Purpose</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Mission</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assessment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incident Commander</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emergency Lockdown</td>
<td></td>
</tr>
<tr>
<td>Appendix A</td>
<td>Bomb Threats or Suspicious Packages</td>
<td>17</td>
</tr>
<tr>
<td>Appendix B</td>
<td>Campus Disturbance or Demonstrations</td>
<td>19</td>
</tr>
<tr>
<td>Appendix C</td>
<td>Fire and Facility Evacuation</td>
<td>20</td>
</tr>
<tr>
<td>Appendix D</td>
<td>Hazardous Release</td>
<td>24</td>
</tr>
<tr>
<td>Appendix E</td>
<td>Hostile Intruder</td>
<td>26</td>
</tr>
<tr>
<td>Appendix F</td>
<td>Natural Disasters</td>
<td>28</td>
</tr>
<tr>
<td>Appendix G</td>
<td>Terrorist Attack</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Mail Safety</td>
<td>31</td>
</tr>
<tr>
<td>Appendix H</td>
<td>Pandemic Flu (Pending new information published)</td>
<td>32</td>
</tr>
<tr>
<td>Attachment 1</td>
<td>Securing Work Areas - Checklists</td>
<td>34</td>
</tr>
<tr>
<td>Attachment 2</td>
<td>Work Area Damage Assessment - Checklists</td>
<td>35</td>
</tr>
<tr>
<td>Attachment 3</td>
<td>Contact Information</td>
<td>36</td>
</tr>
</tbody>
</table>
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Purpose

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<td>2. Shift Captain - Alternate</td>
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<td>3. Norman Rapp</td>
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</tbody>
</table>

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**Plan Activation**

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There are a number of emergency situations where an evacuation of a building and/or classroom is not advisable – hostile intruder, active shooter, hazardous gas, vapor or liquid release outside, terrorist attack, etc.

Communications

- An emergency lockdown should be announced by mass notification or other voice communication. This may include a “phone tree”, email or even physical response to the site locations.
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- Fire evacuation alarms are NOT to be sounded in lockdown circumstances

Procedures

- Lock classroom and other doors
- Close windows & window treatments
- Turn off lights
- Everyone is to remain quiet and NOT enter hallways
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APPENDIX A

Bomb Threat or Suspicious Package

- If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact the Campus Safety and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics.

- If a telephone call or information is received stating a bomb is somewhere on the campus:
  - Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller’s voice, to include male/female, accent, age, etc., and the possible location. (Note: Use the attached checklist for bomb threats.)
  - Recipient does not hang up the phone when the call is completed. Keep the line open or place it on “hold”.
  - Recipient immediately contacts the Campus Safety and advises them of the call, and provides a detailed written text.

- In addition to contacting the University Incident Commander, Campus Safety will call 911 advising local emergency services authorities of the situation about the bomb threat or suspicious package, and request local emergency services assistance. Local emergency services authorities should receive updated information upon their arrival.

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- All students, faculty, and staff will vacate the affected buildings, and move to a safe location as designated by officials on site, staying at least 300 feet from the nearest building.

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- The local emergency services authorities will notify the University Incident Commander when reentry to the building can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the local authorities.
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Name of Operator ____________________________________ Time:____________ Date:____________

Number at which call was received and number calling if caller ID available ______________________________________________________

Caller’s Identity: Male: _____ Female: _____ Adult: _____ Juvenile: _____ Approximate Age: ______

Origin of Call: Local: _____ Long Distance: _____ Booth: _____ Internal: _____

VOICE CHARACTERISTICS: LANGUAGE: MANNER:

___ Loud __ Soft ___ Excellent ___ Calm ___ Angry
___ High Pitch ___ Deep ___ Good ___ Rational ___ Irrational
___ Raspy ___ Pleasant ___ Fair ___ Coherent ___

Incoherent

___ Intoxicated ___ Other ___ Poor ___ Deliberate ___ Emotional
___ Foul ___ Righteous ___ Laughing
___ Other

SPEECH: ACCENT: BACKGROUND NOISES:

___ Fast ___ Slow ___ Local ___ Factory Machines ___

Trains

___ Distinct ___ Distorted ___ Not Local ___ Bedlam ___ Animals
___ Stutter ___ Nasal ___ Foreign ___ Music ___ Quiet
___ Slurred ___ Lisp ___ Race ___ Office Machines ___ Voices
___ Religion ___ Mixed ___ Airplanes
___ Street Traffic ___ Party

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING

QUESTIONS TO ASK:

When will it go off? ________________________________________________

Where is it located? ________________________________________________

What kind of bomb is it? __________________________________________

Where are you calling from? _______________________________________

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ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

179
• Write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the callers voice, to include male/female, accent, age, etc. and the possible location.
• Do not hang up the phone when the call is completed. Keep the line open or place it on “HOLD”.
• Immediately contact Campus Safety and advise them of the call.
• Write out the message in its entirety with any other comments.
Emergency Management Plan

APPENDIX B
Campus Disturbance or Demonstration

Policy
Generally, peaceful, non-obstructive demonstrations should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct University business as normal as possible.

General Guidance
A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- Interference with normal operations of the University
- Prevention of access to office, building, or other University facilities
- Threat of physical harm to people
- Threat or actual damage to University property

If any of these conditions do exist, the University Incident Commander with assistance from Campus Safety will ask the demonstrators to terminate the disruptive activity and inform them that failure to discontinue the specified action will result in disciplinary action and intervention by civil authorities. If the disruptive activity does not cease immediately, local civil authorities should be called for assistance.

If demonstrators are asked to leave, but refuse to leave by regular facility closing time:

- Arrangements should be made for Campus Safety to closely monitor the situation during non-business hours, or

- A decision will be made to treat the violation of regular closing hours as a disruptive demonstration

- If there is an immediate threat of bodily harm or damage to property, Campus Safety will dial 911, ask for assistance and contact the University incident Commander with an update of the situation.

- The local emergency services authorities will notify the University when normal operations can resume. There is no specified time limit for when students and faculty will be permitted back into the area. Safety and Campus Safety of innocent bystanders or occupants are the primary concerns.
APPENDIX C
FIRE AND FACILITY EVACUATION

Procedures to be followed:

- If a fire is discovered in any building on campus, the individual shall immediately pull the closest fire alarm switch.

- When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner. Fire Deputies should be the last occupants to leave the building to insure everyone has exited the building.

- Should a person have to remain in the building due to circumstances beyond his/her control, the Fire Deputy will notify the arriving fire officials of the person’s location and the condition of the individual (i.e., handicapped, wheelchair bound, injured, etc).

- The alarm systems should be designed to notify the fire alarm monitoring company of a fire condition at the location in which the alarm was activated. Campus Safety will immediately contact the University Incident Commander and inform him/her of the situation.

- When feasible, Campus Safety will respond to the alarm panel of the building that has been activated and determine the exact location of the activation. Campus Safety will then go to that location to determine the response needed and will inform the arriving emergency personnel of their findings and will assist with traffic and crowd control.

Evacuation:

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff and students are to assemble in areas designated by Facilities (See Attachment 3). Evacuation orders may be given for multiple purposes.
Fire Deputies

The following individuals are designated to be Fire Deputies:

- All Professors
- All Residence Hall Directors
- All Residence Hall RA's
- All Department Heads

Fire Deputies are to:

1. Conduct a sweep of his/her assigned area - be certain that everyone has evacuated. Close doors once everyone has evacuated the area.

2. Initiate evacuation procedures, as necessary.

3. Close doors as areas are evacuated.

4. Assist with the extraction of any physically challenged personnel. If necessary, record the location of any individual who require emergency personnel to assist with the extraction.

5. Be the last one out.

6. Maintain an orderly evacuation.

7. Record inappropriate actions (panic, use of elevators, etc.).

8. Assemble personnel at a designated safe location and account for personnel.

9. Record any missing personnel and their last known location.


11. In the most minor of incidents, only Faculty & Staff with training in the use of fire extinguishers is permitted to actually fight a fire.
Evacuation Procedures

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff and students are to assemble in designated areas (See Attachment 3). Evacuation orders may be given for multiple purposes.

1. Become familiar with your work area and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic but walk quickly to the closest emergency exit.
4. Do not use elevators. Do not use cell phones.
5. Walk in a single file to the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance in evacuation should proceed to stairwell entrance area and wait for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
10. No one is to return to the building until permission is granted by the University Incident Commander.
APPENDIX D
Hazardous Release

Procedures to be followed:

- If a hazardous substance is discovered on the campus, the individual shall immediately contact Campus Safety and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Exposed individuals should quarantine themselves at a safe location.
- If a telephone call or information is received stating HAZMAT material is somewhere on the campus:
  - Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller’s voice, to include male/female, accent, age, etc., and the possible location.
  - Recipient does not hang up the phone when the call is completed. Keep the line open or place it on “hold”.
  - Recipient immediately contacts Campus Safety and advises him/her of the call, and provides a detailed written text.
- In addition to contacting the University Incident Commander, Campus Safety will call 911 advising local fire/HAZMAT authorities of the situation and request local emergency services assistance. Fire/HAZMAT authorities should be updated of the situation upon their arrival. Law enforcement officials should be sent to initiate any police actions.
- The University Incident Commander will direct that the affected area be evacuated and isolated.
- When necessary and as directed, Faculty and Staff will inform students and Faculty & Staff of the situation and ask them to leave all personal belongings, to include books, backpacks and coats in the isolated area and evacuate the room or area that is potentially affected.
- Faculty and office staff should be the last to leave the area/classroom and should conduct a quick review to assure the isolated area is evacuated.
- Campus Safety will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.
- All students, faculty, and staff will vacate all affected areas and move into a safe location as designated by officials on site.
- When necessary, Facilities will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.
- Once fire/HAZMAT authorities arrive, the University Incident Commander will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.
• The fire/HAZMAT authorities will notify the University Incident Commander when reentry to the isolated area can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the fire/HAZMAT authorities.

• If a hazardous release occurs outdoors on the campus grounds or at a nearby location that may affect the campus, the following procedures will be taken:
  o An Emergency Lockdown order will be issued
  o Facilities will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the air-borne spread of any substance.
APPENDIX E
Hostile Intruder or Active Shooter Incident

If a Hostile Intruder is discovered on the campus, the individual making the discovery shall immediately contact Campus Safety and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s) if any.


Run – When there’s an active shooter in your vicinity:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others if possible.
- Prevent others from entering.
- Call 911 when you’re safe.

Hide – If evacuation isn’t possible, find a place to hide:

- Lock and/or block the door.
- Silence your cell phone ringer.
- Hide behind large objects.
- Remain very quiet.

Fight – As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

Call 911 – When Campus Safety/Law Enforcement arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times
- Avoid pointing and yelling.
- Know that help for the injured is on its way.

Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm’s way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:

- You have first-hand knowledge that there is a fire in the building, or
You have been advised by a Police/Campus Safety to evacuate the building. Campus Safety will be posted to ensure no one enters the building(s) until local emergency services personnel arrive and the area is determined to be safe.

Once local emergency service authorities arrive, the University Incident Commander will coordinate any information or assistance with them. Only trained law enforcement personnel should attempt to perform a methodical search of the buildings in which the hostile intruder is located.

A senior law enforcement officer on scene will notify the University Incident Commander when reentry to the building can be made and the classes and office areas are safe to open. There is no specified time limit for when students and faculty will be permitted back into or exit the isolated area. This will depend solely upon the information received and the results of the findings of the local authorities.
APPENDIX F
Natural Disasters

General Guidance

The University Emergency Management Plan defines weather monitoring and University overall response to weather related threats. Faculty & Staff activities focus on safety issues and, in certain cases, the protection of University assets. Faculty & Staff is responsible for securing work area assets and for conducting preliminary damage assessments of work areas.

Procedures to be followed by Faculty & Staff:

Hurricanes (Not common at Fisk)

- The University will be closed before travel conditions become dangerous and will not reopen until the environment is safe. Therefore there are no special on-campus safety guidelines for non-storm personnel and students.
- Faculty and Staff are required to secure their work areas for wind and flooding prior to being released.

Tropical Storms, Mid-Latitude Storms & Floods.

- The University will be closed before travel conditions become dangerous and will not reopen until the environment is safe. Therefore there are no special on-campus safety guidelines for non-storm personnel and students.
- Faculty and Staff are required to secure their work areas for flooding prior to being released.

Winter Storms

- The University will be closed before travel conditions become dangerous and will not reopen until the environment is safe. Therefore there are no special on-campus safety guidelines for non-storm personnel and students.
- Since no building or building content damage is expected, Faculty and Staff are not required to secure their work areas prior to being released.

Thunderstorms

- Observe the following rules if lightning is occurring or is about to commence:
  - Power down computers and turn other electrical equipment off (never unplug electrical cords if lightning is occurring).
  - Avoid water fixtures, telephone lines, and any electrical conducting materials.
  - Stay inside buildings and off campus grounds.
• Campus buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail and lightning strikes.

**Tornadoes**

• If a tornado is spotted or imminent take the following steps immediately:
  
  o Notification of a pending disaster will be announced *(over the address system or by voice)* - fire/evacuation alarms are not to be activated.
  o Evacuate all trailers and temporary structures. Proceed immediately to a structurally secure building.
  o Do not seek shelter in Gyms, Auditoriums, and other large open areas.
  o Go to the interior area of the building.
  o Take cover under a sturdy object.
  o Protect your head, neck, and face.
  o Stay away from windows and items that might fall.

• There is not a sufficient warning period to close the University or to effectively protect University assets. Therefore no special effort should be made to protect University assets; all attention should be directed towards life safety procedures.

**Earthquakes**

• If an earthquake strikes while you are in a building, take cover immediately under a sturdy object covering your head, neck and face. Be prepared to move with the object. To the extent possible, stay away from windows and items that might fall.

• Do not attempt an evacuation during the earthquake. Also be prepared for aftershocks.

• In outdoor areas, stay away from power lines, buildings, and any objects that might fall. In an automobile, pull off the road away from overpasses, bridges, and large structures that might fall.

• There is no warning period therefore all attention should be directed towards life safety procedures.
APPENDIX G

TERRORIST ATTACK

Weapon of Mass Destruction – Definition
A Weapon of Mass Destruction includes biological, chemical, nuclear or highly explosive material and any combination thereof.

General Guidelines
Emergency action steps will depend upon the type of device and/or agent used and whether it is used on-campus, in a campus building or off-campus. The University has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.

Action Steps for Initial Responders

1. Notify the Campus Safety
   a. Call 911 to dispatch police/bomb-squad and fire/hazmat
   b. Contact the University Incident Commander
   c. Contact the FBI
   d. Contact the Local/Regional Office of Emergency Management
   e. Contact the Local Health Department

2. In most cases Authorities will set-up an Incident Command Center upwind of the hazard

3. Avoid Contamination
   a. At the point of the release
   b. By exposed individuals
   c. Limit access in the area to those responsible for rescue or material/device analysis

4. Do not touch or move any Suspicious Object
   a. Do not use radios, cell phones, etc. that may trigger detonation
   b. Evacuate the area

5. If an Unknown Material has been released
   a. Facilities will shut down ventilation systems
   b. If the release is internal, secure the affected area and evacuate
   c. Affected individuals should quarantine themselves at a safe location
   d. If the release is external, secure the perimeter and do not evacuate

6. If a hazardous release occurs off-campus
   a. If the contamination is expected to affect the campus, you will be given instructions to remain indoors
   b. If the contamination is not expected to affect the campus, you will be given instructions on avoiding any contaminated areas.
MAIL SAFETY

Suspicious Package – Rules of Thumb:

☐ Grease Stains or Discoloration
☐ Odors
☐ Protruding Wires or Metal
☐ Excessive Weight/Postage/Securing Materials (tape, string, etc.)
☐ Lopsided/Uneven
☐ Hand Written Address
☐ No Return Address
☐ Misspelled Words
☐ Confidential, Personal, Open only by ________, and etc.
☐ Foreign Mail

Opened Package – If an open package contains an unknown substance:

☐ Place it down immediately and gently.
☐ Do not shake, empty of do anything that would make the substance airborne.
☐ If available secure the package in a plastic bag.
☐ Do not move the package.
☐ Close doors, windows and (if possible) shutdown ventilation systems.
☐ Do not allow others to enter the area.
☐ Leave the room and quarantine yourself.
☐ Notify Campus Safety (or designated college official):
  • Take all instances seriously
  • Isolate the area
  • Quarantine any affected individuals
  • Contact a qualified HAZMAT service to address the situation
☐ Remain calm – 99.99+% of these events are hoaxes.
ATTACHMENT 1
Securing Work Areas – Checklists

Campus Closing Checklist – Flood Threat

☐ In the event that the University suspends normal operations in response to the threat of a tropical storm or other rain/flood event, the following activities must be carried out in each unit prior to Faculty & Staff being released.

1. ☐ Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.
2. ☐ Unplug computers, printers and other electrical appliances.
3. ☐ Ground floor occupants in buildings subject to flooding:
   • Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
   • Move all equipment, books, papers and other valuables off the floor to locations safe from flooding.
   • If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   • If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
4. ☐ In lab areas:
   • In lab areas subject to flooding, store sensitive apparatus and glassware.
   • Attend to critical utility-dependent processes and make arrangements for back-up supply.
   • Assure all hazardous and biohazards materials and wastes are properly protected.
5. ☐ Check contents of refrigerators and set to coldest setting.
6. ☐ Empty trash receptacles of items likely to rot.
7. ☐ Take home all personal items of value.
8. ☐ Close and latch all windows. Close and lock all doors.
9. ☐ Stay tuned to the radio/television for additional information, or call the University Hotline.
10. ☐ Other: _______________________________________________________
11. ☐ Other: _______________________________________________________
12. ☐ Other: _______________________________________________________
13. ☐ Other: _______________________________________________________
Emergency Management Plan

Campus Closing Checklist – Wind & Flood (Hurricane) Threat

☐ In the event that the University suspends normal operations in response to the threat of a hurricane or other severe wind and/or flood event the following activities must be carried out in each unit prior to Faculty & Staff being released.

1. ☐ Back-up computer hard drives. Secure diskettes and CD’s in zip-lock bags and take duplicate copies off site.
2. ☐ Unplug computers, printers and other electrical appliances.
3. ☐ All occupants:
   - Relocate contents from bottom drawers of desks and file cabinets to locations safe from water damage.
   - Move all equipment, books, papers and other valuables away from windows, off the floor, and to interior areas of the building. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   - For ground floor occupants in buildings subject to flooding: If necessary, relocate equipment and other valuables to a higher floor. (Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval).
   - Cover and secure or encase and seal equipment and other valuables with plastic.
   - Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
   - Close and latch (or secure with tape) all filing cabinets.
   - To the extent possible, turn bookcases, shelving units, etc. around to face walls.
   - Place telephones in desk drawers. Leave telephones plugged in (you will be able to receive emergency messages).
4. ☐ In lab areas:
   - Store sensitive apparatus and glassware.
   - Attend to critical utility-dependent processes and make arrangements for back-up supply.
   - Assure all hazardous and biohazards materials and wastes are properly protected.
5. ☐ Check contents of refrigerators and set to coldest setting.
6. ☐ Empty trash receptacles of items likely to rot.
7. ☐ Take home all personal items of value.
8. ☐ Close and latch all windows. Close and lock all doors.
9. ☐ Stay tuned to the radio/television for additional information, or call the University Hotline.
10. ☐ Other: ________________________________
11. ☐ Other: ________________________________
12. ☐ Other: ________________________________
13. ☐ Other: ________________________________
# ATTACHMENT 2

## Work Area Damage Assessment - Checklist

### Initial Damage Assessment – Offices, Rooms, etc.

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Inspected By</th>
<th>Date</th>
</tr>
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<tr>
<th>Category</th>
<th>Condition</th>
<th>Priority</th>
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<tr>
<td>Printers</td>
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<td>Peripherals</td>
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<tr>
<td>Copiers</td>
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<tr>
<td>Calculators</td>
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<td>Cellular Phones</td>
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<td>Two-way Radios</td>
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<td>Fax Machines</td>
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</tbody>
</table>
Emergency Management Plan

Initial Damage Assessment – Labs

Building ________ Lab ________ Inspected By ________________________ Date __________

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<tr>
<th>Category</th>
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<th>Priority</th>
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<td>Biological</td>
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<tr>
<td>Spills</td>
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<tr>
<td>Power</td>
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<tr>
<td>Temperature Sensitive</td>
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<tr>
<td>Ventilation Control</td>
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<td>Laser</td>
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<td>Life Support</td>
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<td>Animals</td>
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<tr>
<td>Other</td>
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</table>
ATTACHMENT D
Contact Information

CRITICAL EMERGENCY NUMBERS

Office of Campus Safety: 615-329-8777 or 615-329-8778

Emergency Hot Line: Not available at the time of this report

OUTSIDE EMERGENCY SERVICES

- Police: 911 or 862-8600
- Fire: 911
- Ambulance: 911
- Poison: 936-2034
- Hazmat: 862-8600 or 1-800-467-4922
- FBI: 292-5159
- Homeland Security: 736-5861

OTHER OUTSIDE IMPORTANT NUMBERS

- TV Stations
  - Channel 2: 369-7222
  - Channel 4: 353-4444
  - Channel 5: 244-5000
  - Channel 17: 244-1717
  - Radio: 754-4633
  - Newspaper: 259-8000

- Medical
  - General: 341-4357
  - Baptist: 284-5555 or 284-8484
  - Vanderbilt: 322-0160
  - St. Thomas: 222-6733
  - Matthew Walker Clinic: 327-9400
  - Lentz Health Department: 340-5616
  - State Medical Examiner: 743-1800

- Utilities
  - Electric: 234-0000 or 747-3981
  - Water: 862-4600
  - Solid Waste: 862-4600 or 862-8971
  - Sewer: 862-4600
  - Natural Gas: 734-1400 or 734-0734
  - Public Works: 862-8670
Appendix A

Glossary

Emergency Command Post (ECP). The ECP is a designated area near the site of the emergency in which the Incident Response Team and the Emergency Management Team may gather and assume their role.

Emergency Management Plan (EMP). The EMP is intended to establish policies, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the University. (a/k/a Emergency Preparedness Plan, Disaster Response Plan, Disaster Recovery Plan, Business Continuity Plan, Business Continuation Plan)

Emergency Management Plan Coordinator. The Emergency Management Plan Coordinator is a member of the Incident Response Team who is responsible for the maintenance of the Emergency Management Plan. The Emergency Management Plan Coordinator consults directly with the University Incident Commander during an actual emergency.

Emergency Management Team (EMT). The EMT is an assemblage of University officials appointed by the President to advise and assist in making emergency-related policy decisions. The EMT is also responsible for the review and approval of the Emergency Management Plan.

Emergency Operations Center (EOC). The EOC serves as the centralized, well-supported location in which the Incident Response Team and the Emergency Management Team may gather and assume their role.

Incident Command System (ICS). The ICS is a modular emergency management system designed for all hazards and levels of emergency response. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management.

Incident Response Team (IRT). The IRT is comprised of senior level management representing areas of the University that have critical EMP execution responsibilities. At the direction of the University Incident Commander, the IRT executes the Emergency Management Plan during an emergency. (a/k/a Emergency Response Team, Disaster Response Team, Crisis Response Team)

Response Plans. Response Plans are attached to Unit Plans to address specific situations where the Unit has important functions. Response Plans can be organized at the discretion of the Unit.

Unit. A Unit is a department, school or other defined entity of the University.

Unit Plan. A Unit Plan identifies emergency preparation, coordination and response activities for the Unit. Each area identified with critical or special responsibilities is required to develop and maintain a Unit Plan.
University Incident Commander. The University Incident Commander is a senior member of the Emergency Management Team and is in charge of the Incident Response Team. The University Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation. (a/k/a Director of Emergency Management, Chairman of the Incident Response Team).

University Communications Center. The central telecommunication facility that receives and decimates emergency information. Campus Safety/Police/Campus Safety would typically maintain this facility on a 24/7/365 basis.

University Emergency Hotline. A telephone number where faculty, staff, students and other interested parties can access emergency information.
Bomb Threat or Suspicious Package

- If a suspicious package is discovered on the campus, the individual making the discovery shall immediately contact the Campus Safety and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics.

- If a telephone call or information is received stating a bomb is somewhere on the campus:
  - Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller’s voice, to include male/female, accent, age, etc., and the possible location. (Note: Use the attached checklist for bomb threats.)
  - Recipient does not hang up the phone when the call is completed. Keep the line open or place it on "hold".
  - Recipient immediately contacts the Campus Safety and advises them of the call, and provides a detailed written text.
  - In addition to contacting the University Incident Commander, Campus Safety will call 911 advising local emergency services authorities of the situation about the bomb threat or suspicious package, and request local emergency services assistance. Local emergency services authorities should receive updated information upon their arrival.
  - Campus Safety will be posted to ensure no one enters the building(s) until emergency personnel arrive and the area is determined to be safe.
  - All students, faculty, and staff will vacate the affected buildings, and move to a safe location as designated by officials on site, staying at least 300 feet from the nearest building.
  - Once local emergency service authorities arrive, the University Incident Commander will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.
  - The local emergency services authorities will notify the University Incident Commander when reentry to the building can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the findings of the local authorities.

BOMB THREAT CHECKLIST & TELEPHONE PROCEDURE
INSTRUCTIONS: BE CALM, BE COURTEOUS, AND LISTEN. DO NOT INTERRUPT THE CALLER. NOTIFY SUPERVISOR OR CAMPUS SAFETY OFFICER BY PRE-ARRANGED PLAN WHILE CALLER IS ON THE LINE.

Name of Operator ____________________________________________________________

____________________________________ Time:__ Date:______________

Number at which call was received and number calling if caller ID available

__________________________________________________________

Caller’s Identity: Male:_____ Female:_____ Adult:_____ Juvenile:_____ Approximate Age:_____

Origin of Call: Local:_____ Long Distance:_____ Booth:_____ Internal:_____ 

VOICE CHARACTERISTICS: LANGUAGE: MANNER:

___ Loud ___ Soft ___ Excellent ___ Calm ___ Angry
___ High Pitch ___ Deep ___ Good ___ Rational ___ Irrational
___ Raspy ___ Pleasant ___ Fair ___ Coherent ___

Incoherent

___ Intoxicated ___ Other ___ Poor ___ Deliberate ___ Emotional
___ Foul ___ Righteous ___ Laughing ___
___ Other

SPEECH: ACCENT: BACKGROUND NOISES:

___ Fast ___ Slow ___ Local ___ Factory Machines
___ Trains ___ Distinct ___ Distorted ___ Not Local ___ Bedlam ___ Animals
___ Stutter ___ Nasal ___ Foreign ___ Music ___ Quiet
___ Slurred ___ Lisp ___ Race ___ Office Machines ___ Voices
___ Religion ___ Mixed ___ Race ___ Airplanes
___ Street Traffic ___ Party

PRETEND DIFFICULTY WITH HEARING, KEEP CALLER TALKING

QUESTIONS TO ASK:
When will it go off? __________________________________________________________
Where is it located? __________________________________________________________
What kind of bomb is it? _____________________________________________________
Where are you calling from? _________________________________________________
What is your name and address? ______________________________________________

ACTION TO TAKE IMMEDIATELY AFTER RECEIVING CALL:

• Write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the callers voice, to include male/female, accent, age, etc. and the possible location.
• Do not hang up the phone when the call is completed. Keep the line open or place it on
“HOLD”.

- Immediately contact Campus Safety and advise them of the call.
- Write out the message in its entirety with any other comments.

APPENDIX C

Campus Disturbance or Demonstration
Policy

Generally, peaceful, non-obstructive demonstrations should not be interrupted. Demonstrators should not be obstructed or provoked and efforts should be made to conduct University business as normal as possible.

General Guidance

A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- Interference with normal operations of the University
- Prevention of access to office, building, or other University facilities
- Threat of physical harm to people
- Threat or actual damage to University property

If any of these conditions do exist, the University Incident Commander with assistance from Campus Safety will ask the demonstrators to terminate the disruptive activity and inform them that failure to discontinue the specified action will result in disciplinary action and intervention by civil authorities. If the disruptive activity does not cease immediately, local civil authorities should be called for assistance.

If demonstrators are asked to leave, but refuse to leave by regular facility closing time:

- Arrangements should be made for Campus Safety to closely monitor the situation during non-business hours, or
- A decision will be made to treat the violation of regular closing hours as a disruptive demonstration
- If there is an immediate threat of bodily harm or damage to property, Campus Safety will dial 911, ask for assistance and contact the University Incident Commander with an update of the situation.
- The local emergency services authorities will notify the University when normal operations can resume. There is no specified time limit for when students and faculty will be permitted back into the area. Safety and Campus Safety of innocent bystanders or occupants are the primary concerns.

APPENDIX D
FIRE AND FACILITY EVACUATION

Procedures to be followed:

- If a fire is discovered in any building on campus, the individual shall immediately pull the closest fire alarm switch.

- When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner. Fire Deputies should be the last occupants to leave the building to insure everyone has exited the building.

- Should a person have to remain in the building due to circumstances beyond his/her control, the Fire Deputy will notify the arriving fire officials of the person’s location and the condition of the individual (i.e., handicapped, wheelchair bound, injured, etc).

- The alarm systems should be designed to notify the fire alarm monitoring company of a fire condition at the location in which the alarm was activated. Campus Safety will immediately contact the University Incident Commander and inform him/her of the situation.

- When feasible, Campus Safety will respond to the alarm panel of the building that has been activated and determine the exact location of the activation. Campus Safety will then go to that location to determine the response needed and will inform the arriving emergency personnel of their findings and will assist with traffic and crowd control.

Evacuation:

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff and students are to assemble in areas designated by Facilities (See Attachment 3). Evacuation orders may be given for multiple purposes.
Fire Deputies

The following individuals are designated to be Fire Deputies:

- All Professors
- All Residence Hall Directors
- All Residence Hall RA's
- All Department Heads

Fire Deputies are to:

1. Conduct a sweep of his/her assigned area - be certain that everyone has evacuated. Close doors once everyone has evacuated the area.
2. Initiate evacuation procedures, as necessary.
3. Close doors as areas are evacuated.
4. Assist with the extraction of any physically challenged personnel. If necessary, record the location of any individual who require emergency personnel to assist with the extraction.
5. Be the last one out.
6. Maintain an orderly evacuation.
7. Record inappropriate actions (panic, use of elevators, etc.).
8. Assemble personnel at a designated safe location and account for personnel.
9. Record any missing personnel and their last known location.
11. In the most minor of incidents, only Faculty & Staff with training in the use of fire extinguishers is permitted to actually fight a fire.
APPENDIX E
Hostile Intruder or Active Shooter Incident

- If a Hostile Intruder is discovered on the campus, the individual making the discovery shall immediately contact Campus Safety and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s) if any.

- If gunshots are heard within a building, faculty will close and lock or barricade their room doors and turn off the lights to that area. Faculty should try and calm student fears and keep them as quiet as possible. Faculty will stay in the locked/barricaded room until informed by Police/Campus Safety personnel that it is safe to come out of the area. Faculty should use their cell phones to notify Campus Safety and local 911 personnel of the situation. Use of cell phones is discouraged unless calls to first response agencies can assist with safe intervention and subdue the intruder.

- Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm’s way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
  - You have first hand knowledge that there is a fire in the building, or
  - You have been advised by a Police/Campus Safety to evacuate the building.

- Office personnel in the affected building will close and secure their office areas and immediately call Campus Safety and 911 to notify of the situation.

- Campus Safety will be posted to ensure no one enters the building(s) until local emergency services personnel arrive and the area is determined to be safe.

- Once local emergency service authorities arrive, the University Incident Commander will coordinate any information or assistance with them. Only trained law enforcement personnel should attempt to perform a methodical search of the buildings in which the hostile intruder is located.

- A senior law enforcement officer on scene will notify the University Incident Commander when reentry to the building can be made and the classes and office areas are safe to open. There is no specified time limit for when students and faculty will be permitted back into or exit the isolated area. This will depend solely upon the information received and the results of the findings of the local authorities.
APPENDIX F

Natural Disasters

General Guidance

The University Emergency Management Plan defines weather monitoring and University overall response to weather related threats. Faculty & Staff activities focus on safety issues and, in certain cases, the protection of University assets. Faculty & Staff is responsible for securing work area assets and for conducting preliminary damage assessments of work areas (see Attachments 1 & 2). NOTE: It is imperative that key personnel in Residence Life, Administration, Campus Safety have access to radio communications at all times.

Procedures to be followed by Faculty & Staff:

Hurricanes (Not common at Fisk)

- The University will be closed before travel conditions become dangerous and will not reopen until the environment is safe. Therefore there are no special on-campus safety guidelines for non-storm personnel and students.
- Faculty and Staff are required to secure their work areas for wind and flooding prior to being released.

Tropical Storms, Mid-Latitude Storms & Floods.

- The University will be closed before travel conditions become dangerous and will not reopen until the environment is safe. Therefore there are no special on-campus safety guidelines for non-storm personnel and students.
- Faculty and Staff are required to secure their work areas for flooding prior to being released.

Winter Storms

- The University will be closed before travel conditions become dangerous and will not reopen until the environment is safe. Therefore there are no special on-campus safety guidelines for non-storm personnel and students.
- Since no building or building content damage is expected, Faculty and Staff are not required to secure their work areas prior to being released.

Thunderstorms

- Observe the following rules if lightning is occurring or is about to commence:
  - Power down computers and turn other electrical equipment off (never unplug electrical cords if lightning is occurring).
  - Avoid water fixtures, telephone lines, and any electrical conducting materials.
• Stay inside buildings and off campus grounds.

• Campus buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail and lightning strikes.

Tornadoes

• If a tornado is spotted or imminent take the following steps immediately:
  o Notification of a pending disaster will be announced (over the address system or by voice) - fire/evacuation alarms are not to be activated.
  o Evacuate all trailers and temporary structures. Proceed immediately to a structurally secure building.
  o Do not seek shelter in Gyms, Auditoriums, and other large open areas.
  o Go to the interior area of the building.
  o Take cover under a sturdy object.
  o Protect your head, neck, and face.
  o Stay away from windows and items that might fall.

• There is not a sufficient warning period to close the University or to effectively protect University assets. Therefore no special effort should be made to protect University assets; all attention should be directed towards life safety procedures.

Earthquakes

• If an earthquake strikes while you are in a building, take cover immediately under a sturdy object covering your head, neck and face. Be prepared to move with the object. To the extent possible, stay away from windows and items that might fall.

• Do not attempt an evacuation during the earthquake. Also be prepared for aftershocks.

• In outdoor areas, stay away from power lines, buildings, and any objects that might fall. In an automobile, pull off the road away from overpasses, bridges, and large structures that might fall.

• There is no warning period therefore all attention should be directed towards life safety procedures.
APPENDIX G

TERRORIST ATTACK

Weapon of Mass Destruction – Definition

A Weapon of Mass Destruction includes biological, chemical, nuclear or highly explosive material and any combination thereof.

General Guidelines

Emergency action steps will depend upon the type of device and/or agent used and whether it is used on-campus, in a campus building or off-campus. The University has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.

Action Steps for Initial Responders

7. Notify the Campus Safety
   a. Call 911 to dispatch police/bomb-squad and fire/hazmat
   b. Contact the University Incident Commander
   c. Contact the FBI
   d. Contact the Local/Regional Office of Emergency Management
   e. Contact the Local Health Department

8. In most cases Authorities will set-up an Incident Command Center upwind of the hazard

9. Avoid Contamination
   a. At the point of the release
   b. By exposed individuals
   c. Limit access in the area to those responsible for rescue or material/device analysis

10. Do not touch or move any Suspicious Object
    a. Do not use radios, cell phones, etc. that may trigger detonation
    b. Evacuate the area

11. If an Unknown Material has been released
    a. Facilities will shut down ventilation systems
    b. If the release is internal, secure the affected area and evacuate
    c. Affected individuals should quarantine themselves at a safe location
    d. If the release is external, secure the perimeter and do not evacuate

12. If a hazardous release occurs off-campus
    a. If the contamination is expected to affect the campus, you will be given instructions to remain indoors

If the contamination is not expected to affect the campus, you will be given instructions on avoiding any contaminated areas.