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# LEE UNIVERSITY

## CAMPUS EMERGENCY PLAN

### WEBSITE INFORMATION

The *Lee University Campus Emergency Plan* is posted on the Lee University website at: [www.leeuniversity.edu/emergencyplan](http://www.leeuniversity.edu/emergencyplan)

PLEASE NOTE: Keep this document in an identifiable location for easy access during the time of a crisis. All emergencies on campus should be reported immediately to the Office of Campus Safety at 423-303-4444 or 4444 via campus phones, unless calling 911 is indicated. In the instance that 911 is called first, Campus Safety should be contacted immediately thereafter. A list of other helpful crisis response phone numbers is available in **Appendix A**.

### INFORMATIONAL MAPS

A map of the Lee University campus is included in **Appendix B**. A map of the city of Cleveland is found in **Appendix C**. **Appendix D** contains a topographical map and site plans of the campus. Included in **Appendix E** is a copy of campus building diagrams.

### MISSION STATEMENT

The *Lee University Campus Emergency Plan* is a management-supported, cost-effective and documented plan that provides university-wide capability for organized preparation and timely recovery from a major unforeseen circumstance or disruption constituting an emergency.

### DEFINITION

An emergency is a condition or situation which requires immediate attention beyond the scope that is provided in a routine manner. Emergencies exist when there is an unexpected threat to people, property, or equipment. A disaster is a sudden catastrophic event resulting in great damage, loss, or destruction. Most cases of emergency situations will be defined in this document as an incident. A major incident would include events such as death or serious injury, extensive property damage, bomb threat, evacuation, fire, civil violence, environmental contamination, etc.

### CAMPUS EMERGENCY PLAN

Each unit within the Lee University administrative structure is responsible for reviewing and updating its respective section of the *Campus Emergency Plan* on an annual basis. The unit director will forward revisions to the Director of Campus Safety no later than May 1 of each year. Updated revisions will be completed by August 1. **Appendix F** contains a list of activities for the Director of Campus Safety to complete to ensure that necessary systems are in place and up to date. Unit directors and resident directors should consult **Appendix G** to make certain that their respective units and

residence halls are ready to implement this emergency plan. **Appendix G** also contains general expectations of the unit directors and resident directors.

Although the *Campus Emergency Plan* is designed for essential operations based on a “worst-case scenario” (such as a catastrophic disaster), elements of the plan can be utilized in the event of a less serious occurrence. In addition, the plan itself is not intended to be an exhaustive handbook covering every possible emergency situation, but it is designed to serve as a guideline for administrators, faculty, staff, students, and visitors in cases of unforeseen emergency conditions. Lee University reserves the right to make necessary changes to the *Campus Emergency Plan*, whether significant or minor, at any time without further notice. Details of this plan may be obtained from the Office of Administration, the Office of Campus Safety, and the Resident Director Office in each dormitory.

This plan is designed to provide timely, efficient, and controlled recovery and restoration of essential Lee University operations by reducing confusion during the chaotic period which typically accompanies emergency situations.

The *Campus Emergency Plan* will provide general response information that may be useful for a broad range of emergency situations. Specific situations that will be addressed by the plan are as follows:

- ◆ Severe conditions such as tornado and earthquake
- ◆ Fire
- ◆ Laboratory safety
- ◆ Bomb threats
- ◆ Agent exposure
- ◆ Nuclear plant accident or attack
- ◆ Disease control and prevention
- ◆ Armed person on campus
- ◆ Shooting incident
- ◆ Suicidal person
- ◆ Missing student
- ◆ Loss of information systems data
- ◆ Civil disorder

## CRISIS MANAGEMENT TEAM

The President (or designee), in coordination with the Crisis Management Team, will provide all instructions in order to ensure maximum coordination. Directives will be communicated through the Crisis Management Team. Response actions by the Crisis Management Team may also differ in conjunction with city, state, or federal emergency agency response plan implementation. In any crisis or emergency, the Lee University Crisis Management Team's foremost concern is for the protection of human life, health, and welfare.

The Crisis Management Team is comprised of the following members:

- ◆ President
- ◆ Executive Assistant to the President
- ◆ Vice President for Academic Affairs
- ◆ Vice President for Administration
- ◆ Vice President for Business and Finance
- ◆ Vice President for Student Development
- ◆ Vice President for Enrollment
- ◆ Vice President for University Relations
- ◆ Vice President for Information Services
- ◆ Dean of the College of Arts and Sciences
- ◆ Dean of the College of Education
- ◆ Dean of the School of Music
- ◆ Dean of the School of Religion
- ◆ Director of Campus Safety
- ◆ Director of Church Relations
- ◆ Director of the Counseling Center
- ◆ Director of the Health Clinic
- ◆ Director of Human Resources
- ◆ Director of Information Technology Systems
- ◆ Director of Public Information
- ◆ Director of Physical Plant
- ◆ Director of Residential Life
- ◆ (Others as needed for specific tasks)

The Crisis Management Team's actions may include but are not limited to:

1. Developing policies for preparing for a potential disaster
2. Declaring a disaster
3. Overseeing the recovery from a disaster

Vice presidents, deans, and directors will, in turn, convey directives and decisions to the employees within their respective units. Procedures for canceling classes, closing buildings, releasing employees, etc. will be outlined in a plan to be released after any crisis. Campus Safety, Physical Plant, Sodexo Food Services, Health Services, Residential Life, and Information Technology employees are exempted from any general policy for closing and work release. After a disaster, every Lee employee has the responsibility to contact

his/her immediate supervisor, to report his/her personal status, and to find out when to report to work.

The Crisis Management Team has been developed for directing emergency actions, determining campus closings, and communicating to the campus and the university's publics. The Crisis Management Team is a group of individuals who will conduct emergency meetings to determine the appropriate course of action. Team members are "on call" at all times during any campus crisis. The predetermined meeting site for the Crisis Management Team is the President's Office. If the disaster prevents using the President's Office as the meeting site, the secondary meeting site will be the Office of Administration.

The Crisis Management Team will:

- ◆ Assign a liaison to gather information and interface with government agencies.
- ◆ Designate a media spokesperson to handle media contact.
- ◆ Disseminate information to employees, students, spouses, parents, etc., utilizing the campus's main telephone number, the website, personal cell phone voice mail and text messaging, or other media as appropriate.
- ◆ Agree upon the need for suspension of classes, dismissal of employees, and/or relocation of patients. Classes and services should be canceled whenever a danger exists to faculty, staff, students, patients, or visitors.
- ◆ Determine the need for the continuance or cessation of activities in a particular building or facility as a result of disruption.
- ◆ Assemble appropriate resources in the event of a crisis, such as Campus Safety, Student Development, Physical Plant, Human Resources, Information Technology, etc.
- ◆ Conduct a debriefing session with the appropriate key administrators.

Notification of constituencies must be made in a crisis situation. It is important to keep administration, faculty, staff, and students informed of appropriate details and actions taken by the university during an emergency. Effective communications will help quell rumors, maintain morale, and ensure continued orderly operations of the university. Other constituencies with whom communication should occur are as follows:

1. Parents
2. Members of the Board of Directors
3. Cleveland community
4. State of Tennessee government
5. Church of God Executive Committee members
6. Church of God state leaders
7. Church of God pastors

## CRISIS MANAGEMENT CENTER

Depending on the nature and severity of the occurrence, a Crisis Management Center (CMC) may be activated. The CMC will be located on the first floor of the Higginbotham Administration Building and will include usage of the Centenary Room. Access to this site may be prohibited to the public or to the media. The dissemination of official communications will be conveyed through updated messages on the Lee University 800 number, as well as the university's local telephone number (423-614-8000) and website: [www.leeuniversity.edu](http://www.leeuniversity.edu).

Other updates may be provided by the Office of Public Information. The CMC will house members of the Crisis Management Team (if needed) and others as deemed appropriate by the President (or designee). In the event the Higginbotham Administration Building is incapacitated, the Crisis Management Center will be located on the second floor of the Walker Memorial Building.

The President (or designee) will provide overall administrative decisions for the CMC and communicate with the Board of Directors, as necessary. All persons responding to an incident should report to the CMC in person or by verbal communication in a timely manner. The CMC will remain in operation until such time as the President (or designee) determines that normal university functions may resume.

Any type of emergency situation should not be discussed until the President (or designee) makes an official release to talk to media.

## EMERGENCY SHELTER

The Vice President for Business and Finance will coordinate action by Physical Plant to ensure that the Paul Dana Walker Arena is considered a safe site for the proposed Emergency Shelter. Once the structure is determined to be safe, notice will be given to Campus Safety and Residential Life to begin setup and operation of the site. The coordination of this site will be supervised by the Director of Residential Life. Once the Emergency Shelter is operational, access into the Paul Dana Walker Arena (by faculty, staff, students, and visitors) may begin immediately.

In addition, the DeVos Recreation Center will serve as an additional Emergency Shelter if deemed necessary.

## TRIAGE CENTERS

The Vice President for Business and Finance will coordinate action by Physical Plant to ensure that the Paul Dana Walker Arena East Lobby, Health Clinic (North Campus), and Keeble Hall North Lobby (South Campus) are all considered safe sites for the three proposed triage sites. Once the structures are determined to be safe, notice will be given to Health Services to begin setup and operation of the three sites.

Lee University will utilize the Paul Dana Walker Arena East Lobby, Health Clinic and Keeble Hall North Lobby as temporary Triage Center(s) to evaluate and treat any injured persons on campus and provide temporary emergency shelter. Campus Safety may designate additional security measures for the triage centers, which could include volunteer faculty or staff members.

Emergency Medical Services will utilize and have access to the driveway closest to the Paul Dana Walker Arena, Health Clinic and Keeble Hall lobby for transportation of victim(s) to the hospital.

In the event the Health Clinic and Keeble Hall are incapacitated, the DeVos Recreation Center will serve as the Triage Center (such as Aerobics Room and Racquetball Courts). If the Health Clinic, Keeble Hall, and DeVos Recreation Center are not usable, other areas will be considered for the Triage Center by the Crisis Management Team and communicated through the appropriate avenues from Page 7 of this plan.

## EMERGENCY PLAN INITIAL RESPONSE

The **Vice President of Academic Affairs** will oversee the communication with all deans, department chairs, and faculty to ensure all academic personnel are accounted.

- ◆ Chairs of all departments will oversee the task to purchase, stock, and inventory first-aid supplies for each academic office building. These shall include: first-aid kits, flashlights, radios, batteries, food, water, etc. The Director of Health Services shall provide assistance to administrators as necessary in this endeavor.

The **Vice President for Information Services**, in conjunction with the Registrar, will coordinate a campus-wide roll call for all on-campus and off-campus students. Students living in the residence halls will be contacted with the assistance of the Residential Life staff.

- ◆ Under the supervision of the Vice President for Information Services, the Switchboard Operator will oversee the duties of establishing a telephone "call tree" based on the organizational structure of the University and an e-mail distribution list to initiate rapid emergency notifications to faculty, staff, and students. The call tree will include office, home, and cell phone numbers. Each director and department chair will implement a telephone tree list. The Switchboard Operator will also oversee a Lee University "hotline" via the voice mail system so that faculty, staff, students, and others can contact the university to hear recorded announcements about the emergency situation.
- ◆ The Director of Information Technology Systems will oversee the duties of utilizing the campus website for communication to the public under the supervision of the Vice President for Information Services.

The **Vice President for Business and Finance** will supervise the coordination of all funds needed for the emergency as well as oversight of Sodexo Food Services in providing food to all persons involved in the emergency. This may include students, faculty, staff, and even some visitors. The Dining Hall and kitchen will be utilized to prepare food. If food cannot be prepared in the Dining Hall, the Food Court in the Paul Conn Student Union will be utilized. The food will be served in the Dining Hall; if it is not available, food will be delivered to Walker Arena.

- ◆ The Director of Physical Plant will supervise the direction of all activities related to utility operations, respond to physical damage to buildings or other property, construct temporary facilities as needed, assist in clearance and demolition, conduct damage and engineering assessments, support local emergency personnel in clearance of the campus related to large snowstorms, and coordinate construction contractors as needed for recovery. The director will provide available transportation where needed and provide inventory control for any donated response supplies. Communication and coordination with the President (or designee) is the responsibility of the director. The director will supervise the organization of resources or contractors in providing emergency electrical generators, emergency water supplies, restroom facilities, heating, and cooling.
- ◆ The Vice President for Business and Finance will oversee the Director of Human Resources in developing communication and a roll call of all staff members.
- ◆ The Vice President for Business and Finance will supervise directors in staff related buildings (non-academic) in purchasing, stocking, and keeping inventory of first-aid supplies for each office building. These shall include: first-aid kits, flashlights, radios, batteries, food, water, etc. The Director of Health Services shall provide assistance to administrators as necessary in this endeavor.

The **Vice President for Student Development** and the **Vice President for Administration** will coordinate Residential Life, Health Services, Counseling Center, Student Recreation Center, Campus Ministries, and Campus Safety.

- ◆ The Director of the Health Clinic will supervise the duties for storage of emergency medical supplies and equipment that could be utilized in case of a campus-wide emergency. These supplies are located in the Campus Safety Office and in the garage under the Dining Hall. The Director of the Health Clinic will oversee the duties of transporting medical supplies and equipment to the Walker Arena in order to respond to immediate needs and for working with emergency

management officials in setting up the triage centers. The director also will oversee seeking guidance and coordination from the Bradley County and/or Tennessee Public Health Department administrators.

- ◆ The Director of Residential Life shall oversee duties to purchase, stock, and inventory first-aid supplies in each residence hall. These shall include: first-aid kits, flashlights, radios, batteries, food, water, etc. The Director of Residential Life shall provide or assign employee(s) to direct all emergency housing needs, including supervision of refuge shelter areas. The director will implement a plan to obtain necessary bedding and personal hygiene supplies. These may be provided through agreement with a supplier or community service group.
- ◆ The Director of Campus Recreation will coordinate the DeVos Recreation Center as a “contingency location” for the Emergency Shelter in case the Walker Arena (or other dormitory) is damaged beyond use. The Recreation Center may also serve as a temporary sleeping quarters and/or triage for students, faculty, and staff. The emergency housing areas may include, but are not limited to, the DeVos Recreation Center, lobby of the Humanities Center, School of Music rehearsal rooms, Dixon Center, Conn Center, and the Paul Conn Student Union.
- ◆ In a state of campus emergency, a residence hall evacuation may be necessary. The Vice President for Student Development will contact the Director of Residential Life regarding the implementation of an evacuation. The Director of Residential Life will contact the resident directors. Resident directors will make sure that all students exit immediately and move to the Paul Dana Walker Arena. In a state of crisis, such as a storm, tornado, or earthquake, all personnel may have to respond sooner than communication is available. Each resident director and the resident assistants will confirm a student “headcount” in order to make sure all persons are out of the dormitory and have arrived at the Walker Arena.
- ◆ Resident directors will contact Campus Safety in the event a student is missing. Campus Safety officers will attempt to safely evacuate the persons still inside the residence hall.
- ◆ If needed, Campus Safety officers will request assistance from the Cleveland Fire Department, Cleveland Police Department, Bradley County Emergency Management Agency personnel, and/or medical services.
- ◆ Campus Safety officers will set up a perimeter to ensure that no one other than officials can enter the residence halls or buildings.

- ◆ Psychological and spiritual assistance and other special counseling needs will be made available by the Counseling Center and the Campus Pastor's office. These services may be provided to victims, victim's relatives, and responders.
- ◆ When the campus has been secured and all students and employees are safe, Campus Safety officers will contact emergency units to determine if and when students should re-enter the residence halls.

## EMERGENCY COMMUNICATION

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### **Reporting Emergencies**

The following general steps should be used to report emergencies. Please note that other specific communication guidelines that are pertinent to the particular types of emergencies are listed according to the specific emergency later in the document. For instance, information is provided for contacting the Environmental Protection Agency when dealing with agent exposure by mail in the section dealing with this type of crisis.

- ◆ Call 911.
- ◆ Report any emergency situation immediately to the Lee University Department of Campus Safety at 423-303-4444.
- ◆ The Director of Residential Life will post the name and telephone numbers of the Resident Directors and Resident Assistants in case students have questions about Campus Emergency Plan procedures in the residence halls.

### **Communicating about the Crisis with Students, Faculty, Staff, and Other Constituents**

- ◆ All personnel who may answer the phone should have a copy of the Lee University campus telephone directory readily available. They should be prepared to play a key role in the calling tree procedure.
- ◆ Unit directors and resident directors must be prepared to phone people in their units and their residence halls respectively. Unit directors are responsible for ensuring all employees, including student workers, are contacted.
- ◆ Unit directors should develop an emergency notification system to communicate with all members of the unit should an emergency occur after business hours.
- ◆ When the technology is available, pertinent information should be posted on the university's website.
- ◆ Clearly post all emergency telephone numbers within the dormitories and units. Numbers for unit directors, resident directors, and resident assistants should be readily available as well.
- ◆ When appropriate, the university will utilize a text messaging notification system through Information

Technology. Instructions can be sent to all faculty, staff, and students with cell phones and email access by using this technology. The text message may contain all or part of the following information:

- ◇ Details relating to the impending danger
- ◇ Where should faculty, staff, and students go in case of emergency
- ◇ Which buildings to use
- ◇ Which buildings to NOT use
- ◆ All Campus Safety officers, as well as other key personnel, will be equipped with hand-held two way radios to maximize on-campus communication.
- ◆ Email, radio, television, newspapers, flyers on bulletin boards, and personal contact may be used to send pertinent messages when indicated, appropriate, and available. For example, the Director of Residential Life may contact the resident directors to contact the resident assistants in order to convey emergency information to students in their respective halls.

### **Disseminating Information Regarding the Plan**

- ◆ The Dean of Students will ensure that the *Campus Emergency Plan* is identified and defined in the *Student Handbook* each year.
- ◆ The plan will be available for student review through the Office of Administration, the Office of Campus Safety, and resident directors of each dormitory. Employees may review the plan with their unit directors.
- ◆ The Vice President for Academic Affairs will include information about the *Campus Emergency Plan* in the *Faculty Handbook* and the *University Catalog*.
- ◆ The Director of Human Resources will include information regarding the *Campus Emergency Plan* in the *Staff Handbook*.

## CAMPUS EVACUATION ROUTES

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In rare circumstances, the campus may need to be evacuated. Unless otherwise announced, the prearranged Campus Evacuation Route will be as follows:

### *North or South Route*

1. Turn north on Ocoee Street
2. Proceed to Paul Huff Parkway and turn left (or West)
3. Proceed to the I-75 entrance ramps
4. Proceed to destinations via I-75 North or South

### *Alternate Route 1*

1. Turn south on Ocoee Street
2. Proceed to Inman Street and turn right (or West)
3. Proceed to Keith Street and turn left (or South)
4. Proceed to APD 40 and turn right (or West)
5. Proceed to the I-75 entrance ramps

6. Proceed to destinations via I-75 North or South

#### *Alternate Route II*

1. Turn North on Parker Street
2. Turn East (Right) on 25th Street, which turns into APD-40
3. Turn North or South on I-75

### **SEVERE WEATHER**

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Cleveland and Bradley County may experience high winds and even tornadoes during severe storms. It is imperative that Lee University prepares itself for severe thunderstorms and weather conditions that could include possible tornado activity.

#### ***Tornado Preparedness***

- ◆ During each academic year, the Director of Campus Safety will arrange a tornado drill that will be conducted during class hours.
- ◆ The Director of Physical Plant should identify the best place to take cover in each building in the event of severe weather. This prearranged meeting location should be posted in each building.
- ◆ In multi-storied buildings and/or residence halls, use the basement, first-floor interior hallways, restrooms, or other enclosed areas away from large glass areas or large open rooms. If hallways are not suitable, use the inside wall of a room or rooms opposite side of the corridor from which the storm is approaching.
- ◆ In one-story buildings, use the basement, first-floor interior hallways, restrooms, or other enclosed small areas away from large glass windows or large open rooms opposite side of the corridor from which the storm is approaching. End rooms generally should not be used in severe weather.
- ◆ In either one- or multi-storied buildings, restrooms are usually suitable emergency shelters for small groups, especially if centrally located.
- ◆ Resident directors and unit directors should diagram the dorms and office buildings to determine which areas are to be used for shelter and the quickest way to reach these areas.
- ◆ Check space available and number of persons who will use the areas, i.e., match people with space. A tornado drill will help decide how many students can be placed in a protective area.
- ◆ Post the tornado shelter plan at appropriate office locations as well as near resident directors' offices or apartment sites. Post the prearranged meeting location and tornado shelters to be used by students and employees in the building.
- ◆ Be sure all faculty, staff, and students are informed that if severe weather occurs they should immediate-

ly proceed to the severe weather prearranged meeting location and should limit telephone usage.

- ◆ Ensure the placement of National Weather Advisory and site-specific weather alert radios in all residence halls and office building locations equipped with battery backup to alert faculty, staff, resident directors, resident assistants, and students of severe weather approaching the Cleveland area.
- ◆ Have emergency supplies easily available. These could include an AM/FM radio, extra batteries, flashlights, water, blankets, candles, matches, and non-perishable food. (Consider storing snacks in the event that a faculty member, staff member, or student is diabetic.)
- ◆ During a severe weather emergency, all faculty, staff, and students should limit the use of wired telephones and computers.

### ***TORNADO EMERGENCY RESPONSE***

#### ***Watches and Warnings***

- ◆ During a ***TORNADO WATCH***, atmospheric conditions are favorable for severe thunderstorms to produce a possible tornado.
- ◆ During a ***TORNADO WARNING***, a tornado has been spotted on the ground or is indicated by radar.
- ◆ At the ***WARNING LEVEL***, all Lee University faculty, staff, and students are to take shelter and secure or store articles which may act as projectiles indoors and evacuate to the specified location.
- ◆ In the case of a WARNING, the Director of Campus Safety will contact the Director of Residential Life to begin notifying the resident directors of the possibility of the storm.
- ◆ Please Note: Although it is rare, warnings for tornadoes may be issued even when a tornado is not in effect.
- ◆ In the event of a TORNADO WATCH or WARNING, do not open any doors or windows. Close windows to provide more protection.
- ◆ Store portable equipment, breakable items, etc. inside the building away from shelter areas.

#### ***Transportation During a Tornado***

- ◆ The trolley, shuttles, and buses should not operate during a tornado. Transportation personnel should be instructed in tornado procedures.
- ◆ If a driver sees a tornado approaching, he/she should drive away from the tornado's path at right angles, if possible.

- ◆ Evacuate the bus and take shelter in a building or other substantial structure.
- ◆ Evacuate the bus and direct students to a ditch or hollow and have them lie down, with hands over their heads. Keep students far from the bus so it cannot be turned over on them. Be aware of flooding in low-lying areas.

### **Shelter During a Tornado**

- ◆ If there is sufficient time to take shelter, evacuate the room quickly, quietly, and orderly to the prearranged shelter area. Check restrooms or nearby vacant rooms for students, staff, or visitors.
- ◆ Take personal belongings only if they are near you and will provide extra protection. (Large books, notebooks, or coats may be held over your head and shoulders.) Know your prearranged meeting location, and gather at the location for a headcount. Professors should check roll to make sure everyone was able to make it to safety.
- ◆ Once in the shelter and after a headcount, resident directors and unit directors should report missing students and employees to Campus Safety.
- ◆ Take the position for greatest safety by crouching on your knees, head down, with hands locked at the back of your neck.



### **SNOWSTORM**

The general policy is that Lee University will remain open except in extreme circumstances which may include large snow amounts that can not be removed from campus immediately. In the event of a serious snowstorm, the Lee University administration will review the situation early in the morning and make a decision on whether or not to close the university. An example of a serious snowstorm is one that has caused the closing of the Cleveland City and Bradley County school systems, as well as all or most businesses in the surrounding areas.

The Snow Alert Plan consists of the following six parts:

#### **a. Website**

A notice explaining the school's plans will be posted on the homepage of the Lee University website. It is the institutions intention to have this information posted no later than 7:30 a.m. on the days in question.

#### **b. Telephone Message**

An alert message will be placed on the school's automatic answering machine, which can be accessed by dialing 423-614-8000. It is the intention of the univer-

sity to have a system bulletin running no later than 7:30 a.m. on the days in question.

#### **c. Email Alert**

Students may be contacted via their Lee University email address, so that information may be dispersed relative to the snow alert, school closing, etc., especially in the event of a large-scale snow storm.

#### **d. Cell Phone Text Message**

An attempt will be made to contact students who have provided personal cell phone information at registration regarding the snow alert information.

#### **e. Television Announcement**

Lee University has made arrangements with local television stations that have agreed to carry information regarding school closing:

WRCB-Channel 3  
 WTVC-Channel 9  
 WDEF-Channel 12  
 WVLT-Volunteer TV

#### **f. Radio Announcement**

Lee University has made arrangements with local radio stations that have agreed to carry school closing information:

WALV 105	WLLJ 103.1
WBAC 1340	WCLE
WAYA-CAT 93.9	WBIN 1540
WHJK 95.3	

### **Snowstorm Preparedness**

While severe snowstorms are unlikely for the Cleveland area, such storms have occurred in the Southeast region, leaving people stranded and homes and other buildings without power. During the spring of 1993, a snow storm blanketed the Cleveland area with 12 plus inches of snow leaving residents without power, and several stranded travelers sought refuge on campus. In the event of a similar occurrence, Lee University will respond in the following manner.

- ◆ In the event of the prediction of a severe snowstorm, communication will be made by Campus Safety to alert all faculty, staff, students, and visitors.
- ◆ The Crisis Management Team may be instituted to oversee the potential for a crisis.
- ◆ In the event of a severe snowstorm, the Paul Dana Walker Arena may serve as a temporary sleeping quarters for stranded travelers or visitors.
- ◆ Every effort will be made to provide food and lodging to students, faculty, staff, and visitors who are stranded at the University as outlined on page 5.

## **SNOWSTORM EMERGENCY EVACUATION**

The Emergency Evacuation Plan, which is on page 14 of this plan, will be posted on campus bulletin boards by the Department of Campus Safety, on television screens by the appropriate personnel (if available), and on the Lee University website by Information Technology.

## **EARTHQUAKE**

### **EARTHQUAKE EMERGENCY RESPONSE**

Earthquake occurrences are rare in the Tennessee Valley. However, recently an earthquake was experienced about 20 miles north of Cleveland causing concern for Athens, TN residents. While the Cleveland/Bradley County area has seen limited seismic activity historically, the area is considered at risk from earthquake activity and is located in the East Tennessee Seismic Zone (ETSZ), as designated by the United States Geological Society (USGS).

During an earthquake, remain calm, and quickly follow the steps outlined below:

- ◆ If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- ◆ If outdoors, move quickly away from buildings, utility poles, trees, and other structures. CAUTION: Always avoid power or utility lines, since they may be energized.
- ◆ If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- ◆ After the initial shock, evaluate the situation, and if emergency help is necessary, call Campus Safety at 423-303-4444. Please note that aftershocks commonly occur following the major quake.
- ◆ Damaged facilities should also be reported to Campus Safety (423-303-4444) and Physical Plant (423-614-8085).
- ◆ ASSIST THE HANDICAPPED IN EXITING BUILDINGS.
- ◆ DO NOT USE THE ELEVATOR IN CASE OF FIRE.
- ◆ Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, hydrants, and walkways clear for emergency vehicles and crews.
- ◆ If requested, assist emergency crews as necessary.
- ◆ DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a Campus Safety officer or a Lee University official.
- ◆ IMPORTANT: After any evacuation, report to your designated campus prearranged meeting location. Stay there until an accurate headcount is taken. Unit direc-

tors and resident directors will take attendance and assist in the accounting for all residence hall and building occupants.

## **FIRE SAFETY AND PREVENTION**

Training and knowledge of proper fire response is important in reducing unnecessary exposure to hazardous emergency incidents.

### **Fire Preparedness**

- ◆ Ensure proper training of all faculty, staff, and students on the locations of fire alarms and fire extinguishers as well as the Emergency Evacuation Plan.
- ◆ Decide on a safe meeting location where all persons should gather if the residence hall or building is evacuated. This should be communicated to all persons.
- ◆ Identify the emergency exit route that any faculty, staff, or student with a disability could use. Also, identify who will help evacuate disabled persons.
- ◆ Identify an area where disabled persons could wait for emergency response personnel, if necessary.
- ◆ Walk through the residence hall or office building to be sure that exit routes are clear, extension cords are not used with heat-producing equipment, electric outlets are not overloaded, fire doors are kept closed, and flammable liquids and fuel are stored appropriately.
- ◆ Physical Plant should conduct monthly fire extinguisher inspections.
- ◆ Prohibit the use of extension cords and candles in all residence hall and office buildings. Use only grounded electrical plugs, and ensure the installation of ground-fault circuit interrupters on outlets near water sources or in wet areas.
- ◆ Avoid storing items in any mechanical rooms or electrical closets.
- ◆ Prohibit the use of doorstops within the residence halls or offices. Fire doors must be kept closed at all times to avoid fire from spreading in the building.
- ◆ Keep flammable liquids and fuel stored in an approved sealed container away from sources of heat and flame.

### **FIRE EMERGENCY RESPONSE**

- ◆ If a fire is noticed in a building, the fire alarm should be pulled immediately. If any person knows how to operate a fire extinguisher and is confident that the extinguisher is the type to fight the type of fire, he/she should attempt to extinguish the flame unless the flames are too intense or it is likely the person will be overtaken with smoke.
- ◆ All occupants of the building should exit according to the Emergency Evacuation Plan calmly and quickly.

- ◆ Handicapped individuals should be assisted as needed.
- ◆ Call 911 and then Campus Safety (423-303-4444).
- ◆ Unit directors and resident directors should take their lists of all faculty, staff, and students in the office building or residence hall. Once everyone is gathered at the safe meeting location, each person can be accounted for through a headcount.
- ◆ If anyone is aware of someone left in the building, the person and their likely location (suite, room, classroom, etc.) should be communicated to fire officials immediately.
- ◆ No one should attempt to re-enter the building until it is cleared for re-entry by fire officials.
- ◆ If the fire is outside of a building, sufficient distance should be maintained from the fire. As quickly as possible, call 911 and then Campus Safety (423-303-4444).

## SCIENCE LABORATORY SAFETY

Understanding inherent hazards and knowledge of laboratory safety should be an integral and important part of the Science Department.

### *Science Laboratory Preparedness*

- ◆ Be sure laboratory safety rules are posted prominently in each lab. Also, post the phone number of the Department of Campus Safety in the event of an emergency in the lab (423-303-4444).
- ◆ Develop a plan to periodically inspect the lab and report any safety violations to the chair of the Science Department.
- ◆ Require all faculty, staff, and students to wear appropriate personal protective equipments suitable for each task or hazardous experiment. Eye protection, a lab coat, and proper gloves are essential for any work or study done in lab.
- ◆ Maintain a complete chemical inventory list and update the list frequently. Maintain a manual with Material Safety Data Sheets (MSDS) for each chemical in the work area. The MSDSs should be available 24 hours a day for the fire department's Hazardous Material Team in the event of a chemical spill emergency.
- ◆ Provide proper safety equipment and supplies, such as chemical spill kits, eyewash fountains, fire extinguishers, fume hoods, safety showers, first-aid supplies, and bench-top shields, if needed. Ensure proper safety training of all lab faculty, staff, and students.
- ◆ Encourage faculty, staff, and students to work in pairs in the laboratories. This ensures someone to call for assistance if an emergency or injury occurs.

- ◆ Require proper storage of all chemicals. Flammables should be stored in a flammable locker, though a nominal amount may be stored on the workbench or under the hood. Acids and bases must be stored separately, as well as fuels and oxidizers. Radioactive materials are required to be secured at all times.
- ◆ Prohibit food from being stored in chemical refrigerators. Prohibit smoking, eating, and drinking in lab areas.
- ◆ Post warning signs to designate any unusual chemical hazard.
- ◆ Require good housekeeping practices of all faculty, staff, and students.
- ◆ Establish proper work practices for each experiment, such as conducting certain processes under a hood or those that may involve particularly hazardous chemicals.
- ◆ Require grounded plugs on all equipment and install ground-fault circuit interrupters in any outlet within 6 feet of a water source.
- ◆ Ensure labeling of all chemicals, especially if transferred from the original containers.
- ◆ Avoid storing hazardous materials on a mobile cart.
- ◆ Develop a system to date chemicals for discarding after the predetermined maximum period of storage, particularly peroxide-forming chemicals, such as most ether. These chemicals should be properly disposed of within six months of purchase.

### SCIENCE LABORATORY EMERGENCY RESPONSE

- ◆ In the event of a hazardous chemical spill, immediately evacuate the building and the area.
- ◆ Require that all accidents be reported immediately to the Department of Campus Safety at 423-303-4444.
- ◆ The Department of Campus Safety will contact the Cleveland Fire Department Hazardous Material Response Team.
- ◆ Be prepared to contact the Environmental Protection Agency's National Response Center (NRC) at 800-424-8802 or visit the agency's website at <http://www.nrc.uscg.mil/nrchp.html>. Reports taken by the NRC are based on the type of incident, and each report requires a different set of information. If the report is filed online, the NRC will contact the reporting party within 15 minutes. If a response is not received within 30 minutes, the person filing the report should call the phone number above.

## **BOMB THREATS**

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Bomb threats are situations that should always be considered legitimate and taken seriously. Ensure proper response from faculty, staff, and students by communicating the following information.

### ***Bomb Threat Preparedness***

- ◆ All faculty, staff, and students should be prepared to talk to a bomb threat caller. However, the Department of Campus Safety should be called immediately at 423-303-4444. Try to keep the caller on the phone as long as possible to gain information.
- ◆ Obtain and post a copy of the Emergency Evacuation Plan, which details what to do in the event of a bomb threat or location of a suspicious package.

### ***BOMB THREAT EMERGENCY RESPONSE***

- ◆ Encourage the person who has received the call to keep the bomb threat caller on the line for as long as possible. Use the Bomb Threat Call Checklist in Appendix H when a bomb threat call is received.
- ◆ Do not hang up the telephone that was used to answer the bomb threat call. Go to another telephone extension and immediately call the Department of Campus Safety at 423-303-4444. Campus Safety will call the Cleveland Police Department and Fire Department to request emergency units respond to the campus. The Department of Campus Safety will request a “trap-and-trace procedure” through law enforcement to identify the telephone number and address from where the bomb threat call was made.
- ◆ If an unknown or suspicious package or object is detected, do not touch, move, or disturb the item. Do not use cell phones or two-way radios which may set off the bomb by radio frequency signals.
- ◆ Evacuate the area, and block off all areas at least 300 meters (or approximately 1,000 feet) around the package.
- ◆ Students and employees should be evacuated and out of the way of emergency vehicles.
- ◆ The President (or designee) will determine if a campus building will be evacuated. The decision will be made based on the totality of the information received at the time of the call and the recommendation of the Department of Campus Safety and local authorities.
- ◆ If a facility needs to be evacuated due to the suspicious package or object, remain calm. Proceed with the Emergency Evacuation Plan and go to the pre-arranged meeting location outside the building.
- ◆ Unit directors, resident directors, and resident assistants will conduct a headcount to ensure that all facul-

ty, staff, and students are safe and accounted for at the prearranged meeting location. This headcount list will then be reported to the Office of Campus Safety and local authorities.

A Bomb Threat Check List is included as a part of **Appendix H**.

### ***Explosion of a Bomb***

If a bomb explodes, please take the following precautions:

- ◆ Remain calm.
- ◆ Take cover under a table or desk.
- ◆ Be prepared for further explosions.
- ◆ Stay away from windows, mirrors, overheads fixtures, filing cabinets, bookcases, etc.
- ◆ Follow the instructions of the Campus Safety officers and emergency personnel.
- ◆ Evacuate calmly when directed to a site to be announced by emergency personnel.
- ◆ Do not move seriously injured persons, unless it is determined they are in immediate danger (fire, building collapse, etc.).
- ◆ Open doors carefully. Watch for falling objects.
- ◆ Do not use elevators.
- ◆ Avoid using telephones except in life threatening situations.
- ◆ Do not use matches or lighters.
- ◆ Do not re-enter the affected area until directed by emergency personnel.
- ◆ Do not spread rumors about what has happened.

## **AGENT EXPOSURE BY MAIL**

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Terrorist threats of exposure to biological agents, such as anthrax, should always be taken seriously. The threat may come in the form of a letter stating that upon opening an envelope, a person may have been exposed to some biological agent, or a call could be received stating biological agents were released in a certain area on campus. Immediately contact Campus Safety at 423-303-4444.

### ***Agent Exposure Preparedness***

- ◆ Annual meetings for faculty, staff, or students are recommended to review the procedures to be followed in case of a biological agent or smallpox threat, such as receiving a letter which states you have been exposed to anthrax.
- ◆ According to the United States Postal Service Mail Center Security Guide (Publication 166), a parcel or letter is considered suspicious when it has more than one of the following characteristics:
  - ◇ No return address or one that can't be verified as legitimate

- ◇ Excessive postage
- ◇ Handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words
- ◇ Addressed to someone no longer with your organization or not addressed to a specific person
- ◇ Strange return address or no return address
- ◇ Marked with restrictions, such as “Personal,” “Confidential,” or “Do not X-ray”
- ◇ Powdery substance on the outside
- ◇ Unusual weight given its size, lopsided, or oddly shaped
- ◇ Unusual amount of tape on the package
- ◇ Odors, discolorations, or oily stains

### **AGENT EXPOSURE EMERGENCY RESPONSE**

- ◆ If you receive a suspicious letter or package, handle it with care. Don't shake or drop it.
- ◆ Don't open, smell, touch, or taste the package.
- ◆ Isolate it immediately. Barricade the immediate area.
- ◆ Call the Department of Campus Safety (423-303-4444), who will contact local law enforcement authorities and the U.S. Postal Inspection Service.
- ◆ Ensure that all persons who have touched the piece of mail wash their hands with soap and water immediately.
- ◆ List all persons who have touched the letter and/or envelope. Include contact information, and have this information available for the authorities. Provide the list to the U.S. Postal Inspection Service.
- ◆ Place all items of clothing (worn when in contact with the suspected mail piece) in plastic bags, and have them available for law enforcement agents.
- ◆ Shower with soap and water as soon as possible.
- ◆ Notify the Centers for Disease Control and Prevention's Emergency Response line at 770-488-7100 for answers to any questions.
- ◆ Follow the instructions of the Bradley County Emergency Management Agency or the Tennessee Emergency Management Agency officials pertaining to decontamination of biological agents.

## **NUCLEAR PLANT ACCIDENT OR ATTACK**

### ***Nuclear Plant Accident or Attack Preparedness***

- ◆ There are several nuclear plants in the state of Tennessee and in surrounding states.
- ◆ In the event of an accident or terrorist attack on a nuclear plant in the eastern Tennessee area, Lee University will follow the Bradley County Emergency Management Agency, the Tennessee Emergency Management Agency, and Federal Emergency

Management Agency procedures for evacuation of the campus.

### **NUCLEAR PLANT ACCIDENT OR ATTACK EMERGENCY RESPONSE**

- ◆ The President (or designee) will make the decision to evacuate the campus based on the totality of information received from the Department of Campus Safety, local and state law enforcement, the Bradley County Emergency Management Agency and the Tennessee Emergency Management Agency Command Center.
- ◆ The faculty, staff, and students will be evacuated to a location as determined by the emergency management personnel. This site will be determined by the weather and airflow patterns (outside the blast and air plume zone), which could carry the nuclear cloud across several states.

## **DISEASE CONTROL AND PREVENTION**

### ***Disease Control Preparedness***

- ◆ The Director of Health Services, under the supervision of the Vice President for Student Development, will alert the entire campus to any Department of Health announcement regarding the possible threat of disease that could directly affect the Lee University community.

### **DISEASE CONTROL EMERGENCY RESPONSE**

- ◆ In the event of smallpox exposure in the United States, the Southeast Tennessee Department of Health will implement a Mass Population Vaccination Plan. The Emergency Response Coordinator will set up two clinics with medical triage, security, and transportation to and from the clinic sites. The clinic sites in Bradley County will be Cleveland High School and Bradley Central High School. The clinics will be open from 7:00 a.m. until 11:00 p.m. for 10 days in an attempt to vaccinate the population of Cleveland and Bradley County.
- ◆ The SARS disease (Severe Acute Respiratory Syndrome) is of concern to college and university administrators because of the high volume of faculty, staff, students, and visitors traveling to and from SARS-affected areas and because of the potential for rapid transmission in the highly congregated campus setting. Because of these unique issues, the American College Health Association (ACHA) has drafted guidelines to help college health officials prepare for SARS-related issues. The ACHA document Guidelines for Preparing the University for SARS is in Appendix I.
- ◆ Likewise, a flu pandemic can have major health implications for a university campus setting. Checklists and

guidelines for college health officials are available from the American College Health Association. (Appendix J contains the ACHA document Guidelines for Pandemic Planning.) The Tennessee Pandemic Influenza Response Plan will be implemented by the Emergency Response Coordinator for the Tennessee Department of Health, Southeast Region, in coordination with local Emergency Management Agencies.

## **ARMED PERSON ON CAMPUS**

### **ARMED PERSON EMERGENCY RESPONSE**

- ◆ If an armed person is seen on campus, Campus Safety should be contacted immediately (423-303-4444). Campus Safety will then contact 911 to request assistance from the Cleveland Police Department.
- ◆ The immediate response should be to initiate a lock-down procedure in which all buildings are locked, and no person is allowed to leave or enter the building. If a particular room is considered to be locked and “safe,” faculty or staff are to place a green card on the door. If danger is prevalent, a red card should be placed on the door, if at all possible. (Campus Safety should develop this lock-down procedure and corresponding training programs to practice its implementation.)
- ◆ Once local law enforcement personnel arrive, they will assume command of the search for the individual. Faculty, staff, and students should respond to the directives from the law enforcement personnel.
- ◆ If an armed individual is in a building, the internal doors should be secured as quickly as possible. All lights should be turned off to minimize the visibility to the shooter. All persons in the room should take shelter away from the door and any windows. Generally the safest place to hide students is on the wall to the left of the door once inside the room away from any windows.
- ◆ If an armed person is holding another person/other people hostage, all departments should follow the lock down procedure for all buildings on campus. The faculty, unit directors, staff, resident directors, and resident assistants will oversee the duties to lock all doors and secure all windows in their classrooms, offices, and residence hall buildings. All persons should stay clear of the doors and windows to prevent possible injury.
- ◆ Campus Safety officers will set up an outer perimeter around the building under siege or where the emergency is occurring. The Campus Safety officers will keep anyone from entering the building for their safety and stand by until the arrival of Cleveland Police Department’s Hostage Negotiation Team.
- ◆ Stay in this lock down mode until the law enforcement or emergency response personnel respond to the

location and notify everyone that the emergency has been contained, and it is safe to exit the building.

## **SHOOTING INCIDENT ON CAMPUS**

### **SHOOTING INCIDENT EMERGENCY RESPONSE**

- ◆ In the event of a shooting incident on campus, the main objective will be to minimize harm to students, faculty, staff, and visitors, contain access of the shooter(s) to minimal amounts of people, and facilitate the arrest of the shooter(s).
- ◆ Call the Department of Campus Safety at 423-303-4444 to report the emergency. The Department of Campus Safety will then notify the Cleveland Police Department and Emergency Medical Services. A Campus Safety officer should meet with the Cleveland Police Department and emergency management medical personnel to direct them to the scene of the campus shooting.
- ◆ The Department of Campus Safety secretary or communications officer will notify the Director of Campus Safety. The Director of Campus Safety will then notify the Vice President for Administration, who will in turn notify the President.
- ◆ The Lee University telephone directory tree may be put into effect, and the lock down procedure will be activated for the protection of students, faculty, and staff.
- ◆ If the shooting occurs outside, students, faculty, and staff should take protective measures by finding the nearest cover as soon as possible. Remain out of view and stay next to walls and beneath windowsills. Lock all building doors, office doors, student halls, classrooms, and dorm rooms to prevent entry by the shooter. Turn off all lights to minimize visibility to the shooter. Do not look out windows or doors. Do not attempt to interfere with the armed shooter. Stay inside the building until the emergency personnel, police, or Campus Safety gives an all-clear announcement that the shooting incident is contained.
- ◆ After the shooting incident has been contained, the Campus Safety officers will prepare a detailed incident report.
- ◆ Students should return to campus dormitories in large groups, if possible.
- ◆ The Campus Pastor and Counseling Center staff should be called to the scene to be available to counsel students who were traumatized victims or witnesses to the shooting.
- ◆ If an armed person(s) enters an office or classroom, call 911 and notify the Department of Campus Safety immediately. Attempt to provide details of the person and the weapon if it is visible.

- ◆ Speak calmly to the armed suspect and to the employees and/or students in the room. Do not approach the armed person(s) or attempt to disarm and confiscate the weapon. Try to communicate and cooperate with the armed person.
- ◆ If a weapon is visible, ask calmly for permission to evacuate the office or classroom. If evacuation is not allowed, continue to cooperate with the armed person, and try to calm the employees and students. When the Cleveland Police arrive on the scene, do as directed to assist in the safe release of everyone involved.
- ◆ Campus Safety officers will set up an outer perimeter around the building under siege to prevent anyone from entering the building. The Campus Safety officers will try to provide a description of the suspect(s) and the location of the incident inside the building.
- ◆ The Department of Campus Safety will attempt to secure suspect information from the identification card, student enrollment, faculty, staff, and employee database for identification of the suspect(s) and/or students and employees inside the building.
- ◆ If the person receiving the suicidal threat contacts appropriate authorities or caregivers, he/she should be prepared to convey the content of the threat and whether or not the individual has a plan to attempt suicide.
- ◆ The suicidal person should not be left alone. If at all possible, at least one individual should be with the person at all times until assistance is obtained. On the other hand, the suicidal person should not be bombarded with people expressing their interest or concern. Therefore, access to the person should be limited.
- ◆ If the suicidal person has a weapon, the lock down procedure described under the armed person response section should be implemented. (See page 14.)
- ◆ If crisis response personnel or negotiators come to talk with the person, Campus Safety should be contacted to limit access to the room or area in which the intervention is occurring.

## **SUICIDAL PERSON**

Suicidal ideation occurs relatively frequently on college campuses. All threats should be taken seriously and reported to an appropriate authority.

### ***Suicidal Person Emergency Preparedness***

- ◆ Unless an individual is a trained and qualified mental health or health professional, he/she should not attempt to care for the suicidal individual. Referral to an appropriate professional is critical.
- ◆ Immediacy in responding to the suicidal threat may be the difference between life and death. Therefore, referral to a qualified professional should take place right away.

### ***SUICIDAL PERSON EMERGENCY RESPONSE***

- ◆ If a person is suicidal, the person receiving the threat should urge the individual considering self-harm to contact the Counseling Center (423-614-8415), call the Crisis Response Team (423-634-8995), go to a local emergency room, or call 911. If the person expressing thoughts of self-harm will not make the appropriate response, the person receiving the threat should contact the student's resident director, the Counseling Center (423-614-8415), the Crisis Response Team (423-634-8995), or dial 911. If a suicidal individual agrees to go to a local emergency room, Campus Safety should be contacted to transport or escort the person to the facility.
- ◆ If it appears that a student is missing, the concern should be conveyed to the student's resident director. The resident director will investigate the concern and notify the Director of Residential Life if the person's whereabouts remains unknown. The Director of Residential Life should contact Campus Safety immediately if the student cannot be located. If the student lives off campus, the concern should be expressed to Campus Safety directly.
- ◆ As much information as possible should be provided to Campus Safety to help locate and identify the student presumed missing. Helpful information would include a physical description of the person, a description of the person's vehicle, the last time the person was heard from or seen, the person's contact information (cell and/or home phone, work locations and phone numbers), the identity and contact information for known close contacts, any physical or emotional problems the person is dealing with, and any of the person's habits or routines. If the student signed out of the residence hall to another location, that information should be given to Campus Safety as well.
- ◆ The Director of Campus Safety, in consultation with the Vice President for Student Administration, will determine the process for contacting people to locate the individual. Consideration should be given to the student's privacy rights in light of the need to locate him/her.

## **MISSING STUDENT**

### ***MISSING STUDENT EMERGENCY RESPONSE***

- ◆ Campus Safety should check all computerized records (e.g., chapel attendance, residence hall access, food purchases) to determine the last time the student's identification card was used.
- ◆ Campus Safety will contact the Bradley County Sheriff's Department if approved by the Vice President for Student Administration. It should be noted that there is no mandatory waiting period to report a missing person. Since nearly all students are 18-years-old or above, the Sheriff's Department cannot enter the missing student's name into the national missing persons database unless foul play is suspected, a medical condition warrants it, or the person is suspected to be suicidal.

## **INFORMATION SYSTEMS – LOSS CONTROL MEASURES**

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The following items are important elements to consider in maintaining daily operations before, during, and after an emergency incident.

### ***Information Systems – Loss Control Preparedness***

- ◆ If you have sensitive information on your computer, be sure to log out before leaving your workstation unattended.
- ◆ All systems are backed up nightly through a series of automated processes. Therefore, all work station critical documents should be backed up on the network.
- ◆ The backup logs, which are created during normal backup procedures, are checked daily for any anomalies that may have occurred during the process.
- ◆ Backup cartridges are taken off site when they are full, which is approximately twice weekly, and are rotated among safety deposit boxes in several regional banks. Once the full series of boxes is full, backup tapes are then rotated back into the data center and are overwritten.
- ◆ The university currently has a contract with SunGard for disaster recovery. Once a year, personnel from Information Technology (IT) attend training to restore critical systems in response to a mock disaster. Debriefing occurs after the disaster recovery exercises; all critical outcomes are documented and integrated into the IS & T strategic plan for the ensuing year.

### ***INFORMATION SYSTEMS – LOSS CONTROL EMERGENCY RESPONSE***

- ◆ If there is widespread information loss, IT will restore the data by using the previous day's backup. In addition, they will institute the data recovery systems and procedures they have been trained on with SunGard.

## **CIVIL DISORDER**

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The United States has a history of civil disorders and civil unrest. A civil disorder is defined as any incident intended to disrupt community affairs and threaten public safety. Most often such events usually occur in large metropolitan areas. In the state of Tennessee, a civil disorder occurs on average about every 20 years or so.

The initial response to a Civil Disorder:

- ◆ Call Campus Safety at 423-303-4444.
- ◆ Notify authorities immediately of any information received, whether factual or rumored, of a demonstration or other form of civil disorder which is planned or in progress in the vicinity.
- ◆ Follow the instructions of the Campus Safety personnel and emergency personnel called to the scene.
- ◆ Assist with protecting personnel and any noticeable objects of value.
- ◆ If an explosion occurs, take cover immediately and anticipate that there may be other explosions.
- ◆ Notify authorities of any potential hazards (e.g., fire, bomb threat) incurred during a threatening situation.
- ◆ Stay indoors and away from windows unless directed to evacuate by the emergency personnel.
- ◆ Evacuate when directed and follow the evacuation plan on page 7 and 8.
- ◆ Do not remain in the vicinity of the disturbance.
- ◆ Allow university administrators to make comments to the media.
- ◆ Do not spread rumors.

The Recovery Guidelines after a Civil Disorder:

- ◆ Do not enter an area or building until the area or building is clear of all threats to personal safety.
- ◆ Recovery of materials will depend on the nature of the disorder and the destruction of property.