



Columbia State  
COMMUNITY COLLEGE

# **Emergency Preparedness Plan**

***Clifton Site***  
*September 2011*

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# Purpose

## I. Purpose

Columbia State Community College's Emergency Preparedness Plan has been written to provide a basic manual for college personnel to follow and to help in planning for emergencies occurring on campus. While it cannot provide a guide for every conceivable situation, it does provide guidelines that when followed will allow a crisis to be handled in an orderly fashion.

The plan's purpose is to mitigate the potential effects of the various hazards that might impact Columbia State, to prepare for the implementation of measures which will preserve life and minimize damage, to respond effectively to the needs of the institution's community during emergencies, and to provide a recovery system to return the institution and its community to a normal status as soon as possible after such emergencies.

All requests for procedural change will be submitted to the Campus Safety Committee for review. All changes recommended by the committee will be submitted in writing to the vice president for financial and administrative services.

The Campus Safety Committee will conduct an annual review of the Emergency Preparedness Plan and have updates completed by July 1 of each year.

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Columbia State Community College is two-year college, serving a nine-county area in southern Middle Tennessee with locations in Columbia, Franklin, Lawrenceburg, Lewisburg and Clifton. As Tennessee's first community college, Columbia State is committed to increasing access and enhancing diversity at all five campuses. Columbia State is a member of the Tennessee Board of Regents, the sixth largest higher education system in the nation.

Columbia State Community College does not discriminate on the basis of race, color, gender, sexual orientation/gender identity, religion, ethnic or national origin, sex, age, disability status, or status as a covered veteran in educational and employment opportunities, and is committed to the education of a non-racially identifiable student body. Inquiries or complaints should be directed to the Director of Human Resources, Pryor Administration Building, Columbia, TN 38401.

Individuals needing this material in an alternative format should contact the Associate Vice President for Student Services and Enrollment Management, Jones Student Center.

## II. Emergency Defined

1. The major emergency procedures outlined in this guide are designed to aid in the protection of lives and property through effective use of available campus resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the president or designee may declare a state of emergency and implement these guidelines.
2. The president or designee serves as overall emergency director during any major emergency disaster. The following definitions of an emergency are provided as guidelines to assist Columbia State employees in determining the appropriate response.
  - a. **Minor Emergency:** Any incident that will not seriously affect the overall functional capacity of the college. Report immediately to the Clifton Site Director or designee by telephone at 931-676-3000.
  - b. **Major Emergency** Any incident that affects the entire building, which will disrupt the overall operation of the college. In this case, outside emergency services will be required, as well as major resource efforts from campus support services. Call 9-911 and report to Clifton Site Director or designee.
  - c. **Disaster:** Any event that seriously impairs or halts the operations of the college. In some cases mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to control the situation. Outside emergency services will be essential. In all cases of disaster, an emergency control center will be activated and the appropriate support and operational plans will be executed. Call 9-911 and report to Clifton Site Director or designee.

## III. Minimum Procedures of an Emergency Response Plan

### 1. Initial Response Plan

The initial and primary responder to campus emergencies will be Campus Security or Site/Center Directors in the case of extended campuses. The ranking or senior officer will perform an initial assessment of the situation; request internal or external support services immediately necessary to prevent further injuries, attend to injured persons, and restore order; take the appropriate action to notify persons in the affected area of danger; and notify the next higher authority in the chain-of-command. The next higher authority in the chain-of-command will take immediate steps to intervene in the emergency and contact the President or designee. If the President or designee cannot be contacted then a designated member of the Emergency Resource Team should be contacted.

### 2. Declaration of Emergency and Activation of Plan

The president or designee will make the determination, if a state of emergency is to be declared and the type. During a campus emergency, Campus Security or Site/Center Directors will place into effect the necessary measures to secure the campus personnel and property. Only authorized persons will be allowed on the campus during the declared state of emergency. The emergency resource team, and others as designated by the president as essential, will comprise **authorized** personnel.

Once the decision has been made to declare an emergency then the members of the Emergency Resource Team will be contacted to report to the Emergency Operations Center. Contact information including campus e-mail address, office telephone numbers, and personal cell phone numbers will be collected and distributed among the Administrative members of the Emergency Resource Team.

### 3. Emergency Operations Center (EOC)

The emergency operations center for the Clifton Site is to be determined by the emergency director or emergency coordinator at the time of the emergency. At least one member of the administrative emergency resource team is to staff the emergency operations center at all times until the emergency situation ends.

A log will be maintained in the EOC which reflects all significant events and actions taken in the EOC. A communications log will also be maintained which reflects the time and date of every significant communication to/from the EOC, whom the communication was received from/sent by, to whom the communication was directed, the nature of the communication, and any EOC action resulting from the communication.

#### **4. Command Post**

The Site/Center Director will establish a command post on campus that is near the scene of the emergency. The purpose of the command post is to provide a single on scene location for command and control purposes and damage assessments. The command post will maintain contact with the Emergency Operations Center for purposes of instruction, status reports, and requests for support.

#### **5. Emergency Resource Team**

The Emergency Resource Team will serve in a support role to the President or designee during an emergency.

Appendix A lists the members and contact numbers of the Emergency Resource Team.

Appendix B shows an organizational chart of the Emergency Resource Team.

#### **6. Evacuations and Relocations**

The decision to evacuate should be made by the appropriate administrator in consultation with the President or designee and the Emergency Resource Team, when it is practicable to consult with the Emergency Resource Team. The designated administrator may unilaterally determine that an evacuation is necessary in the absence of the Emergency Resource Team and issue an evacuation order. Notification of an evacuation may be accomplished by the phone system, radio, or by personal contacts. While Campus Security or local law enforcement have primary responsibility, institutional employees such as building representatives may need to assist in the evacuation.

Appendix C shows the Campus Evacuation Map and list Evacuation Procedures

#### **7. Shelters**

The primary shelter locations at the Clifton Site will be inside closets, interior offices and restrooms. The Site/Center Director will determine appropriate shelter locations given the availability and suitability for each location at the time of the emergency. If none of these facilities are appropriate due to damage caused by the emergency conditions, campus community members will be evacuated to locations identified as shelter locations by local law enforcement personnel.

Appendix C shows the campus evacuation map and lists general building evacuation procedures.

Appendix D describes shelter-in-place/lock down procedures

#### **8. News Media**

No institutional employee other than employees of the Marketing and Public Relations office should release information to news media representatives unless instructed to do so. All news media requests should be directed to Marketing and Public Relations, the designated administrator, or the Emergency Resource Team.

A pressroom will be set up by the president or designee at a location away from the Emergency Operations Center or Command Post.

Appendix E lists media contacts and information regarding the release of student records.

## **9. Volunteer Management**

Volunteers will be directed to the Emergency Operations Center or a central location for registration and assignment. Volunteers will be required to provide some form of reliable identification. A volunteer log will be maintained which will reflect the name, address, date of birth, driver's license, social security number, any particular skill of each volunteer, the name of the supervisor to whom they are assigned, and the number of the identification card issued to the volunteer. If practical, each volunteer will sign a standard Volunteer Release Form and be issued an identification card that will be affixed to their outer clothing.

Appendix F is a Volunteer Release Form.

## **10. Purchasing Guidelines**

All emergency purchases will be handled in the shortest time possible. To the greatest extent possible, institutional employees will make purchases using procurement cards. For those purchases which cannot be made by use of procurement cards, Business Services personnel will facilitate the timely acquisition of needed resources in a manner consistent with emergency situations. A record of all emergency related expenditures will be maintained by the work unit making those expenditures. A copy of those records will be forwarded to the Emergency Operations Center and the original purchase documents will be handled consistent with the institutional purchasing guidelines.

## **11. Transportation Services**

The Director of Facility Services will provide vehicles necessary for evacuations and other emergency related activities.

Appendix G is a listing of the type and number of vehicles available.

## **12. Lines of Communication**

The telephone system is the primary means of emergency notification. The phone system will be used as a campus wide paging system in the event of an emergency. During an emergency, the system should be limited to transmission of specific information regarding the emergency. Initial contact with team members should be made through the telephone system.

Appendix H lists the communication devices available.

## **13. Documentation of Activities**

Each department/office will be instructed to maintain a record of all emergency-related activities performed by the personnel of that work unit. The record will reflect the personnel worker hours (for non-exempt staff), as well as the assignments of personnel, and the work performed by each work unit, and other resources expended in response to the emergency.

## **14. Campus Maps and Building Prints**

Building plans and blue prints are maintained in a central location in Facility Services. These plans are readily accessible by law enforcement personnel, the President or designee and the Emergency Resource Team.

Appendix C is a campus map which shows the evacuation points.

#### **15. Student Assistance Coordinating Committee (Threat Assessment Team)**

A Threat Assessment Team will meet to evaluate the needs and provide necessary assistance to students who are identified as distressed, disturbed, disruptive, and/or dangerous.

Information on the Threat Assessment Team will be housed in the myChargerNet portal.

#### **16. Faculty and Staff Training Regarding Student Behavior Management**

All faculty and staff will be required to complete training regarding the identification and management of distressed, disturbed, disruptive or dangerous students. Records will be maintained by Human Resources to certify that employees have completed the training.

The training program for Student Behavior Management will be communicated to all employees by e-mail.

#### **17. Maintenance of Emergency Preparedness Plan**

All members of the Emergency Resource Team will meet annually to review the tasks and procedures required for implementing the Emergency Preparedness Plan. This meeting shall be conducted after an annual update of the Emergency Preparedness Plan by the Safety Committee which will be completed by July 1.

Members of the Emergency Resource Team will maintain a hard copy of the Emergency Preparedness Plan and an electronic copy will be stored on the campus portal to provide easy access.

#### **18. Emergency Response Training**

Deans, directors and department heads will be required to review the updated Emergency Preparedness Plan on an annual basis and also be responsible for training all their staff and assuring that all employees are knowledgeable regarding their specific emergency assignments.

Students will be notified of the Emergency Preparedness Plan by course syllabus, the web site, and the Emergency Procedures guide. Each instructor will have a statement in his/her syllabus explaining that students should follow his/her instructions in the event of an emergency. The Emergency Preparedness Plan will be posted on the myChargerNet portal for all students to access. The Emergency Procedures Guide will be posted in every classroom and laboratory on all Columbia State campuses.

# Appendixes

## Appendix A - Emergency Resource Team Phone Numbers and Responsibilities

### EMERGENCY PHONE NUMBERS

#### Fire, Medical, Police

9-911

#### Administrative Emergency Resource Team

*(prefix for all numbers – 931-540-xxxx)*

President (Emergency Director)	2510
Directors HR and Facility Services (Emergency Co-Coordinators)	2510 & 2622
Vice President, Financial & Administrative Services	2533
Vice President & Provost, Academic Services	2517
Director, Marketing and Public Relations	2516

#### Campus Emergency Resource Team

Dean, Extended Campuses	4419
Director, Clifton Site	3000

#### PUBLIC AGENCY NUMBERS\*

Fire (Clifton Fire Department)	9-676-3383
Ambulance (Wayne Medical Center)	9-722-3634
Police (Clifton Police Dept.)	9-676-3435
Hospital (Wayne Medical Center)	9-722-5411
Sheriff (Wayne Co. Sheriff)	9-722-3613
Wayne County Emergency Management	9-722-3613
Gas (City of Clifton)	9-676-5390
Water (City of Clifton)	9-676-3370
Electric (TVEC)	9-722-5441
Electric (After Hours Emergency)	9-722-7800

**\*These are non-emergency, general information numbers. For an actual emergency, it is recommended that you dial 9-911.**

## **Emergency Resource Team Titles and Definitions:**

**Emergency Director** - The president or designee shall direct all emergency operations. In the absence of the president, an assigned administrator shall assume operational control of the emergency.

**Emergency Coordinator** - The Dean of Extended Campuses shall coordinate all operations of the emergency resource team.

**Emergency Command Post** - The command post is to be determined by the Emergency Director or Emergency Coordinator at the time of the emergency. At least one member of the administrative emergency resource team is to staff the command post at all times until the emergency situation ends.

**Pressroom** - A pressroom will be set up by the president or designee at a location away from the above areas.

**Administrative Emergency Resource Team** - While the emergency command post is being established, the emergency coordinator shall immediately begin contacting the other members of the administrative emergency resource team. The members of the team will contact those employees under their supervision deemed essential for the emergency. The members, by position, are shown on the emergency team chart.

### Responsibilities

#### **Emergency Director/ President**

- a. Provides overall direction of the campus emergency response.
- b. Works with the emergency coordinator in assessing the emergency and preparing the college's specific response.
- c. Declares and cancels the campus state of emergency.
- d. Notifies and conducts liaison activities with the Tennessee Board of Regents.
- e. Approves media communication.

#### **Emergency Coordinator/Dean of Extended Campuses**

- a. Oversees coordination of the campus emergency response.
- b. Determines, with input from resource team members, the type and magnitude of the emergency and establishes the command post.
- c. Informs the emergency director of situation.
- d. Initiates immediate contact with administrative emergency response team and begins assessment of the college's condition.
- e. Initiates notification of the campus emergency response team through appropriate administrative emergency response team members.
- f. Prepares, in conjunction with other members of the administrative emergency response team, a report and submits it to the president appraising the outcome of the emergency.
- g. Performs other related duties as may be required.

#### **Executive Vice President & Provost for Academic Services**

- a. Gives direction as necessary.
- b. Works with the Dean of Extended Campuses in establishing alternate classroom areas as required.

#### **Vice President for Finance and Administrative Services**

- a. Informs and directs the director of facility services as to the emergency, if necessary.
- b. Informs and directs the associate vice president for information technology as to the emergency, if necessary.
- c. Informs and directs the business manager as to requirements.
- d. Informs the emergency coordinator of status of activities.

#### **Associate Vice President for Student Services**

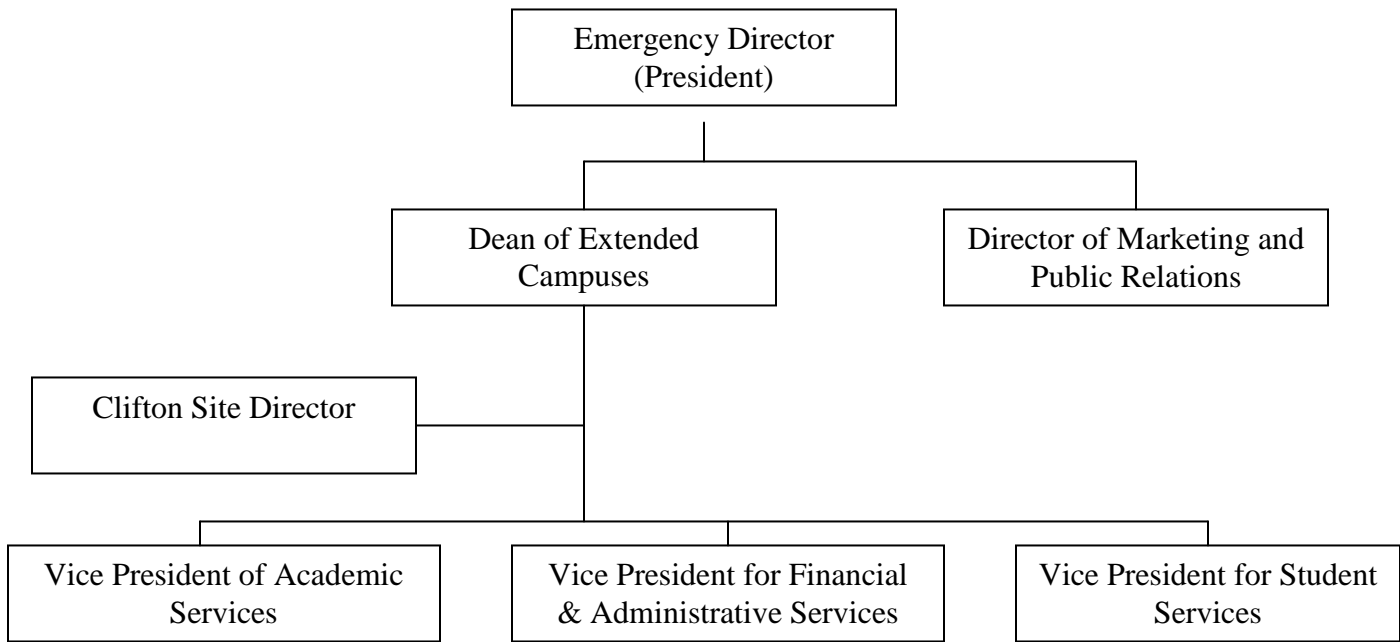
- a. Informs and directs the director of counseling and disability services as to the emergency, if necessary.
- b. Informs and directs student services offices as to the nature of the emergency

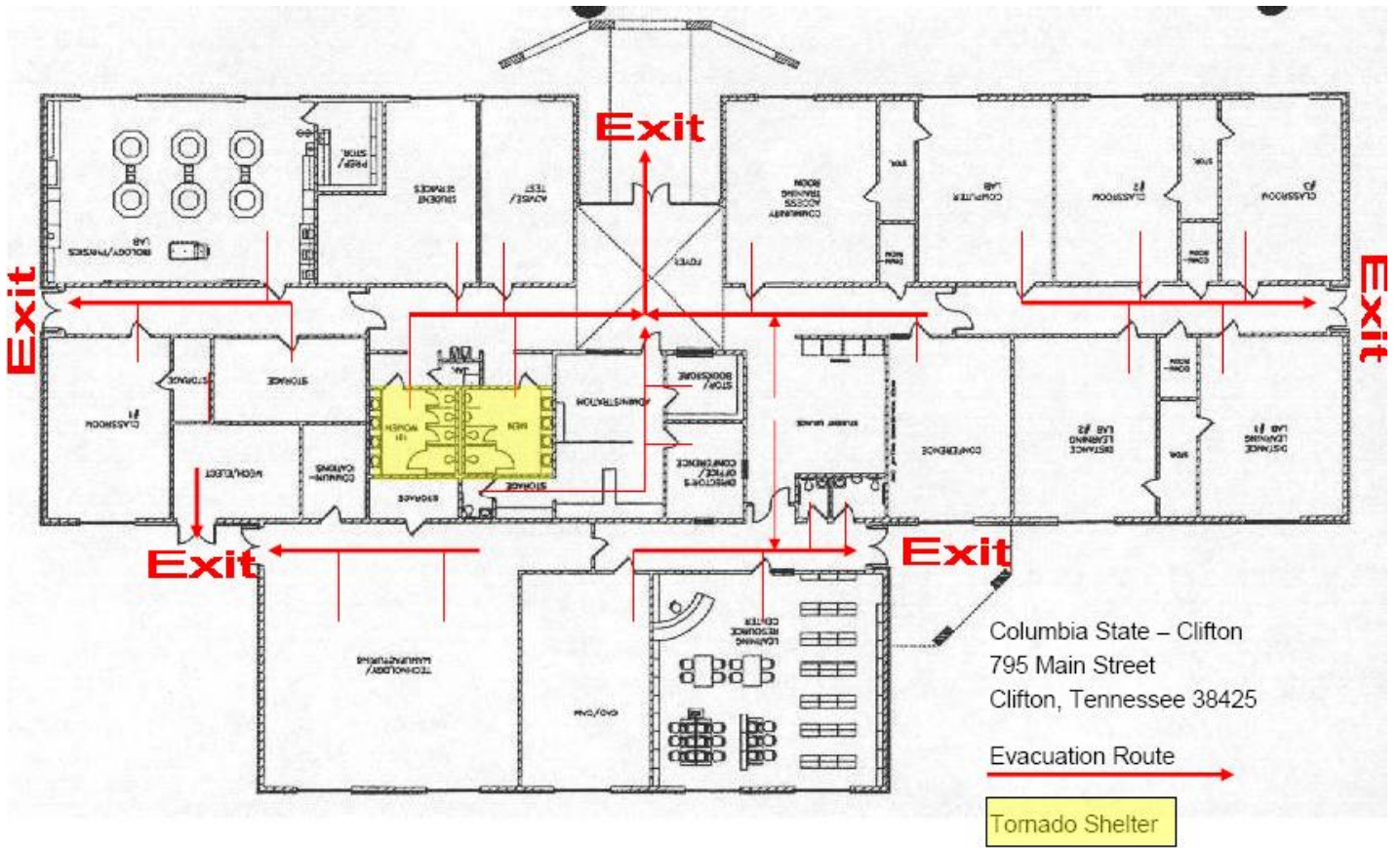
#### **Director of Marketing and Public Relations**

- a. Implements plan for media contact.
- b. Maintains contact with the president for handling communications and public information.

**Clifton Site Director**

- a. Contact appropriate personnel in the building to inform, update and communicate status of emergency.
- b. Administer evacuation plans for the building.
- c. Aids in directing students to safe areas and ensures accountability of students.
- d. Provides directional assistance where needed.
- e. Work with the Dean of Extended Campuses and Vice President for Academic Services in establishing alternate area for continued operation of essential functions
- f. Performs other related duties as may be required.





## EVACUATION PROCEDURES

1. Building Evacuation Procedures - In the event of an emergency, employees should use the following procedures to assure an organized evacuation of all students, faculty, staff, and visitors in each building. Procedures should always be followed in sequence, unless conditions dictate otherwise.
  - a. All building evacuations will occur when an alarm sounds and/or upon notification by the Clifton Site Director or designee.
  - b. Students, faculty, staff, and visitors should promptly proceed to the nearest exit or emergency route in an organized, timely manner.
  - c. Staff or students assigned to assist persons with disabilities should immediately proceed with those individuals to the nearest exit or emergency route in an organized manner.
    1. Faculty members who have students with disabilities in their classes shall designate specific student(s) in those classes to be the primary and backup personnel to assist in the evacuation of the disabled person(s) during the emergency.
    2. Faculty, staff and students should become familiar with the building and the evacuation route
  - d. Once outside, students, faculty and staff, and those individuals assigned to assist persons with disabilities should proceed to the designated assembly or at least 200 feet from the building.
  - e. **NO PERSONS** should return to the evacuated building until the Clifton Site Director or official emergency personnel give the “**ALL CLEAR**” signal.
2. Campus Evacuation Procedures
  - a. Evacuation of all or part of the campus grounds will be announced by the administration.
  - b. All students, faculty, staff, and visitors are to immediately evacuate the area in question and relocate to another part of the campus, as directed.
  - c. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals evacuate the area in question and relocate to another part of the campus.
  - d. If an emergency makes it necessary to leave the campus grounds by personal vehicle, exit nearest to where you are parked and follow traffic patterns as directed by campus security and/or the highway patrol.

There are a number of situations where an evacuation of a building or classroom is not advisable such as a hostile intruder or hazardous material release. In such instances the following guidelines should be implemented.

## **1. Communication**

The emergency situation should be reported by calling **9-911** and then the Site/Center Director at **931-676-3000**.

If shelter-in-place is required an announcement will be made by campus security through the phone system. During a shelter-in-place, fire alarms should not be activated.

## **2. Procedures**

1. Close and lock classroom and other doors
2. Close windows and window treatments
3. Remain quiet and do not enter hallways
4. Stay away from doors and windows
5. Those in hallways should seek shelter in the nearest classroom or office
6. Those in outdoor areas should seek shelter in the closest building
7. If the fire alarm sounds during a shelter-in-place event, 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 an official to evacuate the building, or there is imminent danger in the immediate area.

## Appendix E - Crisis Media Relations

### 1. Student Information

All requests for students' education records/information must be directed to the Registrar or to the Associate Vice President for Student Services. Individual departments and employees are not authorized to release education records.

### 2. Employee Information

Limited information regarding employees is available through the Office of Human Resources. All requests for personnel records must be directed to the Office of Human Resources.

### 3. Media Outlets

The following media outlets consistently cover the institution and represent a core media group that generally will be contacted in a crisis

#### Wayne County Media

##### A. Wayne County News

<http://www.waynecountynews.net/>

Contact: Dan Cole - Publisher  
Kathy Brison, Managing Editor  
Address: 119 East Hollis Street  
P. O. Box 156  
Waynesboro, TN 38485-1056  
Phone: 931.722.5429  
Fax: 931.722.5779  
Email: [news@waynecountynews.com](mailto:news@waynecountynews.com)

##### B. Decatur County Chronicle

<http://www.decatourcountyonline.com/>

Contact: Charlotte Alexander, Editor  
Address: 29 West Main St  
Parsons, TN 38363  
Phone: 731.852.2315  
Fax: 731.852.2325  
Email: [dcnews@netease.net](mailto:dcnews@netease.net)  
Distribution: Tuesday

##### C. The New Leader

<http://www.readtheleader.com/>

Contact: Danny Haynes, Editor  
Address: 24 W. Main St  
Parsons TN, 38363  
Phone: 731.847.6354  
Email: [thenewsleader@netease.net](mailto:thenewsleader@netease.net)

##### A. WTNR (AM) 930 & WFRQ (FM) 94.9

Address: P. O. Box 1000  
Waynesboro, TN 38485  
Phone: 931.722.3631  
FAX: 931.722.3632

##### B. WWON (AM) Radio (oldies radio)

Contact: Randy Dasher  
Address: P. O. Box 999  
Waynesboro, TN 38485  
Phone: 931.722.3631  
Fax: 931.722.3632

## Williamson County Media

### 1. Print

#### Fairview Observer

Contact: Nancy Phillips Stephens, Editor  
Address: Post Office Box 506  
Fairview, TN 37062  
Phone: 615.799.8565  
Fax: 615.799.8728  
Email: [fvoeditor@mtcngroup.com](mailto:fvoeditor@mtcngroup.com)  
Distribution: Tuesday Circulation: 4,200  
Deadline: 5 pm, Wednesday  
Notes: Prefers email

#### Williamson A.M.

Contact: Maria Giordano, education reporter  
Jill Wiersma, Spring Hill reporter  
Missy McAdams, calendar reporter  
Mindy Tate, editor  
Address: 320 Premier Court, Suite 202 A  
Franklin, TN 37067  
Phone: 615.771.5400  
Fax: 615.790.0522  
Email: [mgiordano@tennessean.com](mailto:mgiordano@tennessean.com)  
[jwiersma@tennessean.com](mailto:jwiersma@tennessean.com)  
[mmcadams@tennessean.com](mailto:mmcadams@tennessean.com)  
Distribution: Sun. to Friday  
Circulation: (week)

#### Williamson Herald

Address: PO Box 681359  
Franklin, TN 37068  
Phone: 615.790.6465 Ext. 234  
Fax: 615.790.7551  
E-mail: [crobinson@williamsonherald.com](mailto:crobinson@williamsonherald.com)  
[crobi74581@aol.com](mailto:crobi74581@aol.com)  
Distribution: Thursdays, will be mailed to Columbia campus

#### WAGG-TV Channel 3

Address: 109 Third Avenue S., Suite 118  
Franklin, TN 37064  
Phone: 615.791.4977  
FAX: 615.791.0757

#### WAYM (FM) 88.7

Address: 1012 McEwen Drive  
Franklin, TN 37067  
Phone: 615.261.9293  
FAX: 615.261.3967

#### WAKM (AM) 950

Contact: Tom Lawrence  
Address: 222 Mallory Station Rd.  
PO Box 469  
Franklin, TN 37065-0469  
Phone: 615.794.1594  
Fax: 615.794.1595  
Note: Prefers fax

**WHEW (AM) 1380**

Address: PO Box 833  
Franklin, TN 37064  
Phone: 615.737.9439

**Davidson County Media****1. PRINT****Associated Press – Nashville**

Contact: Theresa Wasson, Desk Supervisor (Depends on time of Day)  
Chad Roedemeier, Editor (news)  
Address: 215 Centerview Drive, Suite 110  
Brentwood, TN 37207  
Phone: 615.373.9988  
Fax: 615.376.0947  
E-mail: [croedemeier@ap.org](mailto:croedemeier@ap.org)  
[apnashville@ap.org](mailto:apnashville@ap.org)  
Notes: Desk supervisor should be contacted if on deadline  
Prefers e-mail

**Tennessean**

Contact: Michael Jones (sports editor) 615.259.8013  
Address: 1100 Broadway  
Nashville, TN 37203  
Phone: 615.259.8000  
FAX: 615.259.8820  
Web site: [tennessean.com](http://tennessean.com)  
Calendar: [calendar@tennessean.com](mailto:calendar@tennessean.com)  
Date book: [datebook@tennessean.com](mailto:datebook@tennessean.com)  
Sports: [tnsports@tennessean.com](mailto:tnsports@tennessean.com)

**Nashville Business Journal**

Address: 344 4<sup>th</sup> Ave. North  
Nashville, TN  
Phone: 615.248.2222  
Web site: [nashville.bizjournal.com](http://nashville.bizjournal.com)

**Nashville City Paper**

Address: PO Box 158434  
Nashville, TN 37215

**2. TELEVISION****WKRN Channel 2**

Contact: Matthew Zelkind, News Director  
Address: 441 Murfreesboro Road  
Nashville, TN 37210  
Phone: 615.369.7222  
FAX: 615.369.7329

**WSMV Channel 4**

Contact: Mike Todd (assignment editor)  
Address: 5700 Knob Road  
Nashville, TN  
Phone: 615.353.4444  
FAX: 615.353.2343  
E-mail: [mtodd@wsmv.com](mailto:mtodd@wsmv.com)

**WTVF Channel 5**

Contact: Vicki Yates (Education Reporter)  
Nick Beres (Will cover Columbia)

Address: Twand Coleman (Books Talk of the Town)  
474 James Robertson Parkway  
Nashville, TN 37219  
Phone: 615.244.5000  
FAX: 615.244.9883

**WZTV FOX 17**

Contact: Ken Smith, News Director  
Emily Doll, Assignment Manager  
Bill Satterfield, Assignment Editor  
Address: 631 Mainstream Drive  
Nashville, TN 37228-1203  
Phone: 615.369.1717  
FAX: 615.369.3299  
Email: [edoll@fox17.com](mailto:edoll@fox17.com)

**Giles County Media**

**Giles Free Press/Pulaski Citizen**

<http://www.pulaskicitizen.com/>  
[Martha.Horn@pulaskicitizen.com](mailto:Martha.Horn@pulaskicitizen.com)

Scott Stewart, Editor

Address: 308 West College Street  
P. O. Box 905  
Pulaski, TN 38478  
Phone: 931.363.4548  
FAX: 931.363.4319

**WEUP (FM) 92.1 (All Rap station out of Huntsville)**

Contact: No specific contact person  
P. O. Box 127  
Pulaski, TN 38478  
Phone: 931.363.0133  
FAX: 931.424.9604

**WKSR (AM) 1420 (Oldies) & (FM) 98.3 (Country)**

Contact: Glen Lance  
Address: 104 South Second St.  
P. O. Box 738  
Pulaski, TN 38478  
Phone: 931.363.2505  
FAX: 931.424.3157

**WSLV (AM) 1110**

Contact: No specific contact  
Address: 500 State Line Road  
P.O. Box 96  
Ardmore, TN 38449  
Phone: 931.427.2178  
FAX: 931.427.2179

**Hickman County Media**

**Hickman County Times**

[hctimes@centerville.net](mailto:hctimes@centerville.net)

editor\_hctimes@yahoo.com

Contact: Brad Martin, Editor  
Address: 104 North Central Ave.  
PO Box 100  
Centerville, TN 37033  
Phone: 931.729.4282

Email: [hctimes@centerville.net](mailto:hctimes@centerville.net)

**WNKX (AM) 1570 & (FM) 96.7 (Country)**

<http://www.countrykix96.com/>

Contact: No specific contact  
Address: Hwy. 50 East  
P. O. Box 280  
Centerville, TN 37033  
Phone: 931.729.5191  
931.729.5192  
Email: [newscountrykix96.com](mailto:newscountrykix96.com)  
FAX: 931.729.5467

**Lawrence County Media**

**A. Democrat Union**

Contact: Charlie Crawford, editor  
Reporter: Jessie Mayfield  
[jessmayfield1@gmail.com](mailto:jessmayfield1@gmail.com)  
Address: 238 Hughes Street  
P.O. Box 685  
Lawrenceburg, TN 38464  
Phone: 931.762.2222  
FAX: 931.762.4191  
Email: [duadv@bellsouth.net](mailto:duadv@bellsouth.net)  
[ckincaid\\_du@yahoo.com](mailto:ckincaid_du@yahoo.com)

**B. Lawrence County Advocate**

<http://www.lawrencecountyadvocate.net>  
Contact: John Finney  
121 North Military Ave.  
P.O. Box 308  
Lawrenceburg, TN 38464  
Phone: 931.762.1726  
FAX: 931.762.7874  
Email: [advocateeditor@bellsouth.net](mailto:advocateeditor@bellsouth.net)

**A. WDXE (AM) 1370 & (FM) 95.9 (Pop music – top 20)**  
<http://www.wdxe.com/>

Contact: Jack Cheatwood  
Address: 120 N. Military Avenue  
Lawrenceburg, TN 38464  
Phone: 931.762.4411  
FAX: 931.762.4789  
Email: [wdxe@wdxe.com](mailto:wdxe@wdxe.com)

**B. WWLX (AM) 590 & WLLX (FM) 97.5 (Country AM - FM Station)**  
<http://www.wlsonline.com/>

Lawrenceburg, Pulaski, Columbia, Lewisburg, Hohenwald,  
Waynesboro, Florence, Decatur, Huntsville  
Contact: Michele Tankersley, News Director  
Address: 1212 N. Locust Ave.  
P. O. Box 156  
Lawrenceburg, TN 38464  
Phone: 931.762-6200 (& Fax)

**Lewis County Media**

**Lewis County Herald**

<http://www.lewisherald.com>Contact: Byrne K. Dunn, Editor  
Address: 31 East Linden Street  
P.O. Box 69  
Hohenwald, TN 38462  
Phone: 931.796.3191  
FAX: 931.796.2153  
Email: lewisherald@bellsouth.net

**WMLR (AM) 1230**

Address: 184 Switzerland Road  
Hohenwald, TN 38462  
Phone: 931.796.5966  
FAX: 931.796.7353

**Marshall County Media**

**Marshall County Tribune**

<http://www.marshalltribune.com/>

Contact: John Ward, General Manager  
[jward@marshalltribune.com](mailto:jward@marshalltribune.com)  
Address: 111 West Commerce

Lewisburg, TN 37091  
Phone: 931.359.1188  
FAX: 931.359.1847  
Email: [editor@marshalltribune.com](mailto:editor@marshalltribune.com)

**A. WAXO (AM) 1220 (Country)**

Address: 217 W. Commerce St.  
Lewisburg, TN 37091  
Phone: 931.359.6641  
Fax: 931.270.9290  
Email: waxo@waxo.com

**B. WJJM (AM) 1490 & (FM) 94.3 (Country)**

Contact: Missy Haislup  
Address: 344 E. Church Street  
Lewisburg, TN 37091  
Phone: 931.359.4511  
Fax: 931.270.9556  
Email: wjjm@wjjm.com

**Maury County Media**

**A. The Daily Herald**

Contact: Chris Fletcher, editor  
<http://www.columbiadailyherald.com/>  
Address: 1115 South Main Street  
P.O. Box 1425  
Columbia, TN 38402-1425  
Phone: 31.388.6464  
FAX: 931.388.1003  
Email: editor: [cfletcher@c-dh.net](mailto:cfletcher@c-dh.net)  
newsroom: [newsroomc@c-dh.net](mailto:newsroomc@c-dh.net)

**A. WKRM (AM) & WKOM (FM) 101.7**

Contact: Dale Conquest, News Director  
Address: 315 W. 7<sup>th</sup> St  
Columbia, TN 38401  
Phone: 931.388.3636  
FAX: 931.381.1017

**B. WMCP (AM) 1280**

Contact: Tom Williford  
Address: P. O. Box 711  
Columbia, TN 38401  
Phone: 931.388.3241  
FAX: 931.381.2510

**C. WMRB (AM)**

Contact: Trent Ogilvie  
Address: 1014 South Garden Street  
Columbia, TN 38401  
Phone: 931.381.7100  
FAX: 931.381.0088  
Email: togilvie@wmrb910am.com

**3. Television**

**Charter Communications - "The Buzz"**

Contact: Liz Lovell  
Address: 2008 Main St.  
Columbia, TN 38401  
Phone: 931-388-1326  
931.840.3636 (W)  
931.388.9202 (H)

**Perry County Media**

**Buffalo River Review**

<http://buffaloriverreview.com/>

Contact: Randy Mackin, Editor  
Address: 115 S. Mill Street  
Post Office Box 914  
Linden, TN 37096  
Phone: 931.589.2169  
Fax: 931.589.3858  
Email: [brreditor@tds.net](mailto:brreditor@tds.net)

**Other Media**

Print

**A. Community College Journal**

American Association of Community Colleges (AACC)  
Address: One Dupont Circle NW, 56410  
Washington, DC 20036  
Phone: (202)728-0200 (ext. 215)  
FAX: (202)833-2467  
Email: [cgamble@aacc.nche.edu](mailto:cgamble@aacc.nche.edu)

**B. Community College Times**

American Association of Community Colleges (AACC)  
Contact: Katherine Shek, Editor  
Address: One Dupont Circle N.W., Suite 410  
Washington, D.C. 20036  
Phone: 202.728-0200 (ext. 269)  
Fax: 202.223-9390

**C. Community College Week**

Contact: Scott Cech, editor  
Address: 10520 Warwick Ave. Suite B-8  
Fairfax, VA. 22030-3136

Phone: 703.385-2981  
Fax: 703. 385-1839  
Email: [scottc@cmabiccw.com](mailto:scottc@cmabiccw.com)

Appendix F - Volunteer Release Form



STATEMENT OF UNDERSTANDING / AGREEMENT
BETWEEN
Columbia State Community College
AND

Print Name of Volunteer

Department

Position

Describe general duties volunteer will be performing

- 1. The volunteer understands that he/she is not to be considered an employee, agent or independent contractor employed by Columbia State Community College ("College") for any purpose. The volunteer acknowledges that he/she will neither accept nor claim entitlement to any salary or benefits of employment, including but not limited to insurance, retirement benefits, worker's compensation, travel expenses, or any other form of compensation of any kind.
2. The volunteer understands that he/she has no actual authority to bind or represent the College with regard to any third parties. Moreover, the volunteer agrees to avoid giving the impression of having apparent authority to bind or represent the College with regard to third parties. Accordingly, the volunteer may not sign or enter into any agreements or contracts on behalf of the College.
3. The volunteer understands that {T.C.A. 9-8-307(h) 8-42-101(a)(3)} extends certain protections to individuals who are participants in volunteer programs which are operated under the authorization of a state agency or department. The volunteer understands that under the above-referenced law, he/she is immune from suit to the same extent as state employees. Persons injured by the actions of a volunteer are able to file a claim directly against the state.
4. The volunteer acknowledges that the College shall have no liability for personal injury or property damage which may be suffered by the volunteer, unless such injury or damage directly results from the negligent act or omissions of state employees or authorized volunteers. Any and all negligence claims shall be expressly limited to claims approved by the Claims Commission.
5. The volunteer acknowledges that he/she may not operate automotive or other state owned equipment of the College without specific written authorization of the president of the College.
6. The volunteer and the College agree that no person shall be subjected to discrimination on the basis of race, color, religion, sex, age, handicap, or national origin in the execution or performance of this Agreement.
7. Columbia State Community College, the Tennessee Board of Regents, the State of Tennessee and their respective employees shall have no liability unless specifically provided for in this Agreement.
8. This Agreement may be terminated at any time upon written notice of the volunteer or the president of Columbia State Community College.

ACKNOWLEDGEMENT

I, \_\_\_\_\_ (print name of volunteer), have read and understand the above statement/agreement and agree to abide by its terms and conditions while I am participating in volunteer activities at Columbia State Community College. This agreement is effective from: \_\_\_\_\_ (date) through \_\_\_\_\_ (date)

Signature of Volunteer: \_\_\_\_\_

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

Recommendation of Approval of Statement of Understanding/Agreement:

Administrative Supervisor of Volunteer: \_\_\_\_\_

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

Approval of Statement of Understanding/Agreement:

President or Designee: \_\_\_\_\_

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

Copies to: Office of Human Resources
Volunteer Division/Department File

## Appendix G - Institutional Vehicles and Storage Tanks

### 1. Institutional Vehicles (Maintained on Columbia Campus)

At any given time, vehicles are being used for institutional purposes and all vehicles may not be present on campus at the time of an emergency.

Number of Vehicles	Type of Vehicle
1	Ford 250 Service Truck
1	Dodge 2500 Pickup Truck
1	Kawasaki Mule (Grounds)
1	Buick Sedan-President's Car
1	40 Passenger Bus
1	25 Passenger Van
1	GMC Sierra ¾ Ton Pickup
1	Kawasaki Mule (Baseball)
1	Saturn Hybrid Vue (Mail)
1	Saturn Hybrid Vue (Security)
1	GEM Electric Car (Security)
1	GEM Electric Car (Maintenance)
1	GEM Electric Car (Grounds)

### 2. Gasoline storage tanks (Maintained on Columbia Campus)

The institution maintains a **500** gallon gasoline storage tank and a **300** gallon diesel storage tank.

## **Appendix H - Listing of Communication Devices**

Phones are located in classrooms and offices and will be used as communication devices in the event of an emergency.

Cellular phones are backup communications

## Appendix I - Student Behavior Information

The training model for student behavior will be located on the myChargerNet portal.

### 1. Student Misconduct Reports

Any student who engages in behavior prohibited by the institutional Code of Conduct should be reported to the associate vice president of student services and enrollment management. Referrals are accepted from faculty, students, staff, and community members. To make a referral, persons are required to submit written documentation outlining the specific facts about the incident including the names of those students involved. The person submitting the information should also include their contact information in the event that a staff member needs to follow up on the report.

The Student Disruption/Discipline Report is available on myChargerNet on the Employees tab under Forms.

Once a report is received, a staff member will review the report as soon as possible. The staff member will determine if it is likely that institutional rules have been violated and decide the level of severity of the case.

If the student described poses an immediate threat to the institutional community, an interim suspension will be issued to the student through established institutional procedures. During an interim suspension, the student shall be denied access to the campus (including class attendance), and/or all other institutional activities or privileges for which the student might otherwise be eligible. A preliminary hearing will be held within a reasonable time period after imposition of the interim or summary suspension to determine if the interim suspension should continue until a formal hearing of the charges by an institutional adjudicating body can be held. During this preliminary hearing, the student will be given notice of the allegations against him or her and a summary of the evidence that supports the allegations. The student will be afforded an opportunity to respond to the allegations. If the interim or summary suspension is upheld, the formal hearing concerning suspension or expulsion shall be held within a reasonable amount of time after the beginning of interim suspension. If the interim suspension is lifted, the student's privileges are reinstated while awaiting further resolution of the case.

If the student does not pose an immediate threat to the institutional community, disciplinary charges will be issued via email and a letter sent to the student. An initial meeting will be scheduled for the staff to meet with the student, discuss the judicial process, and discuss the details of the incident. A decision will be made at that time whether or not a formal disciplinary hearing will be needed. The case will be handled administratively unless otherwise determined. Cases in which the institution is seeking suspension or expulsion may go before the appropriate discipline committee or may be adjudicated via the Tennessee Uniform Administrative Procedures Act. Cases may also be referred to the institutional discipline committee upon a student request or to appeal a decision.

Students who are suspended or expelled from the institution are barred from being present on campus during the term of the suspension or permanently in the case of expulsion.

All disciplinary case files are maintained for a minimum period of time prescribed in TBR or institutional policy. Pursuant to TBR policy, cases resulting in suspension or expulsion are maintained permanently or until such time that the institution receives proof of the student's death. Cases that remain pending are kept indefinitely or until the student chooses to resolve the matter through the disciplinary process.

### 2. Procedure for reporting of student behavior of concern

#### a. Training

Training regarding the recognition and reporting of distressed, disturbing, disruptive, and/or dangerous student behavior is available to all university faculty and staff. A link to the training module may be found on the myChargerNet portal. This information should be reviewed on an annual basis.

b. Consultation regarding students of concern:

Information regarding procedures for reporting problematic student behavior is included in these training materials. Faculty and staff are advised to contact the appropriate office to discuss a student of concern and to seek advice about referral and/or intervention.

**3. Students with disabilities**

Occasionally a student will tell you s/he has a learning or psychological disability and may request special academic accommodations. In these circumstances a referral to the Disability Services Office is appropriate. The Disability Services Office is responsible for verifying documented disabilities and will make specific recommendations regarding reasonable academic accommodations that are compliant with federal regulations.

**4. Student Assistance Coordinating Committee (Threat Assessment Team)**

The purpose of the Student Assistance Coordinating Committee is to meet, review and coordinate interventions for students who are exhibiting early signs of serious risk or who are becoming disruptive to the campus community. The committee is comprised of representatives from Student Services and Enrollment Management, Student Development, Security, Academics, Extended Services and Faculty. Students may be referred to the committee for further review by contacting the Student Development Office.

## Appendix J - Fire Safety and Fire Drills

### 1. Fire Safety

- a. If a fire cannot be contained immediately, call 9-911 and sound the alarm to evacuate the building.
- b. Upon exiting the room, close all doors and windows to confine the fire.
- c. If a minor fire appears controllable, use a fire extinguisher to attempt to put out the fire.
- d. When exiting the building, stay low or crawl to stay below the smoke. Also, cover your nose and mouth to keep from inhaling the smoke.
- e. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals stay low, crawl, or use other means of movement to stay below the smoke.
- f. Once outside, move to the designated assembly area.
- g. The emergency coordinator will determine whether the situation warrants convening the emergency resource team.
- h. Do not return to an evacuated building until a college administrator has given the **“ALL CLEAR”** signal.

### 2. Fire Drills

- a. The Columbia campus and extended campuses will conduct a fire drill yearly. The director of facility services will be responsible for conducting drills at the Columbia campus and the directors of the extended campuses will be responsible for conducting drills at their individual locations.
- b. During these drills, appointed staff will be located in each building/extended campus to monitor the evacuation procedures. After the drill, contact is made with each building representative to report any problems encountered during the drill.

## Appendix K - Bomb Threats

### 1. General Bomb Threat Guidelines

- a. If a suspicious object or potential bomb is observed on campus, **do not handle the object. Clear the area and call 9-911 and the Site /Center Director at 931-676-3000.**
- b. **If a phone-call bomb threat is received the following are general guidelines:**
  1. Remain calm and keep the caller on the line as long as possible. Ask the Caller to repeat the message and record every word.
  - 2.. If the Caller does not indicate the location of the bomb or the time of detonation, ask for this information.
  3. Advise the Caller that the building is occupied and detonation could result in death or serious injury to innocent people.
  4. Pay particular attention to background noises, such as motors running, music, or any other noises which may indicate the location from which the call is being made.
  5. Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics, and complete threat data form.
  6. If the Caller can be kept talking, ask specific questions as indicated on the attached Bomb Threat Report.
  7. It is desirable, but not always practicable, to have more than one person listen in on the bomb threat call.
  8. Immediately call 9-911 and the Site/Center Director at 931-676-3000.
- c. A bomb threat report will be supplied to the President or Director and Campus Security or local law enforcement. The person receiving the threat will attempt to:
  - a. Obtain all the information requested on the report.
  - b. Document all information the caller is willing to give.
  - c. Listen and document any background noises, which may be of assistance.
  - d. Have a co-worker immediately notify local law enforcement on another extension.

### 2. Procedures for Evacuation Decision

- a. Review known facts and decide whether an evacuation is appropriate. Evacuation upon receipt of a threat is not an automatic decision, but depends upon perceived credibility of the threat.
- b. When appropriate, the threatened area will be searched without evacuation and with as little disruption as possible. As a threat's credibility increases, a decision to evacuate the affected area may be made by designated officials.
- c. Contact an administrator in the threatened building to conduct a preliminary search of the area, utilizing employees in the building. Employees will know what is out of place, what belongs, and what does not. As many officers as possible will assist in the search.
- d. Do not operate cell phones or pagers as they could trigger some types of explosives.
- e. Insure that everyone knows not to touch anything suspicious.

- f. Establish an open telephone line with the dispatcher. Elicit assistance from employees.
- g. Relate pertinent information to the chief or senior officer on duty so that he/she may contact the appropriate administrator to determine if the area needs to be evacuated.
- h. The decision to evacuate will be made by the institutional or local law enforcement police officer in charge on site in consultation with the building representatives.

### **3. Evacuation Procedures**

- a. Appropriate administrator must be notified so arrangements can be made for the scheduled classes in that area to meet at an alternate location.
- b. Appropriate administrator(s) should direct students and faculty to a specific area for accountability.
- c. Evacuation should be orderly in fashion with one area at a time exiting.
- d. First evacuate any area where a suspect item is found.
- e. Then evacuate from the highest floors and work down.
- f. Do not empty entire building at once. This could cause panic.

### **4. Search Procedures**

- a. After evacuation, a more thorough search of the area will be completed to insure that no one remains in the building and for further evidence of a possible bomb.
- b. If a bomb or suspect package is found, the law enforcement officials on the scene will notify the local bomb squad unit and local law enforcement.
- c. Officers will enlarge the outside perimeter to include parking lots or roads close to the buildings.
- d. When bomb specialists arrive, they will decide if the fire department and ambulance service should be called.
- e. Officers will assist the specialist in any way possible and will remain in the area to secure the perimeter.
- f. If no evidence of a bomb is found, the chief or senior officer will contact the appropriate administrator to determine how long the building should remain closed. As a general rule, the building should remain closed until after the reported detonation time.

### **5. Special Events**

- a. The event coordinator on duty will coordinate with Campus Security or Site/Center Director working the special event and advise them of the bomb threat.
- b. Local law enforcement will be contacted at 9-911.
- c. If the area is to be evacuated, the event coordinator in charge will announce it over the public address system.
- d. Personnel will be stationed at each seating area to point out the nearest exit and direct people to leave in an orderly fashion —one row at a time, if possible.

# Bomb Threat Checklist

## DO NOT INTERRUPT THE CALLER EXCEPT TO ASK:

1. When will it go off? Certain hour \_\_\_\_\_ Time remaining \_\_\_\_\_
  2. Where is it placed? Building/Department \_\_\_\_\_ Area \_\_\_\_\_
  3. What does it look like? \_\_\_\_\_
- 

## INDICATE YOUR IMPRESSION OF THE ORIGIN OF THE CALL:

Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Phone Booth \_\_\_\_\_ Internal \_\_\_\_\_

---

## CHECK THE ITEMS THAT BEST DESCRIBE THE CALLER AND THE CALL:

1. Familiar with the building: Yes \_\_\_\_\_ No \_\_\_\_\_ Not Sure \_\_\_\_\_
  2. Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Not Sure \_\_\_\_\_
  3. Approximate age: Under 20 \_\_\_\_\_ 21-40 \_\_\_\_\_ Not Sure \_\_\_\_\_
  4. Voice characteristics: Loud \_\_\_\_\_ High Pitch \_\_\_\_\_ Raspy \_\_\_\_\_  
Intoxicated \_\_\_\_\_  
Soft \_\_\_\_\_ Deep \_\_\_\_\_ Pleasant \_\_\_\_\_ Other \_\_\_\_\_
  5. Accent: New England \_\_\_\_\_ Southern \_\_\_\_\_ Mid-Western \_\_\_\_\_ Western \_\_\_\_\_  
Racial or Ethnic \_\_\_\_\_ Other \_\_\_\_\_
  6. Language: Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_ Foul \_\_\_\_\_  
Other \_\_\_\_\_
  7. Speech: Fast \_\_\_\_\_ Distinct \_\_\_\_\_ Stutter \_\_\_\_\_ Slurred \_\_\_\_\_ Slow \_\_\_\_\_  
Distorted \_\_\_\_\_ Nasal \_\_\_\_\_ Other \_\_\_\_\_
  8. Manner: Calm \_\_\_\_\_ Rational \_\_\_\_\_ Coherent \_\_\_\_\_ Deliberate \_\_\_\_\_  
Righteous \_\_\_\_\_ Angry \_\_\_\_\_ Irrational \_\_\_\_\_ Emotional \_\_\_\_\_  
Laughing \_\_\_\_\_ Giggling \_\_\_\_\_ Nervous \_\_\_\_\_ Other \_\_\_\_\_
  9. Background noises:  
Office machines \_\_\_\_\_ Factory machines \_\_\_\_\_ Street traffic \_\_\_\_\_  
Airplanes \_\_\_\_\_ Trains \_\_\_\_\_ Animals \_\_\_\_\_  
Music \_\_\_\_\_ Party \_\_\_\_\_ Quiet \_\_\_\_\_  
Voices \_\_\_\_\_  
Other \_\_\_\_\_
  10. Use of certain words/phrases: \_\_\_\_\_
- 

## TAKE THE FOLLOWING STEPS IMMEDIATELY FOLLOWING THE CALL:

1. Notify campus security by dialing 9-797-7669. Contact Site/Center Director at 931-676-3000
2. Notify your immediate supervisor/administrator
3. Call 9-911. Identify your location.

Printed name of person taking call \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

## Appendix L - Tornado Procedures and Tornado Drills

1. Tornado
  - a. A weather radio is located in the administrative office. In the event of severe weather, campus personnel will monitor the radio.
  - b. If a tornado warning is issued for the immediate area, anyone hearing the warning will contact the Clifton Site Director, who will make the decision to activate the emergency plan.
  - d. Once the emergency plan has been activated the building occupants will be notified.
  - f. The Director or designee will announce the situation throughout the campus: "A tornado warning has been issued for this area. Take cover immediately."
  - h. Faculty and staff will aid in informing persons to take cover.
  - i. Persons should move quickly and calmly to designated areas.
  - j. Faculty, staff or students in proximity to persons with disabilities will help those individuals to move quickly and calmly to designated areas.
  - k. If outside of buildings, persons should go to the nearest low area such as culverts or ditches.
  - l. Persons should remain in safe locations until a college administrator gives the **ALL CLEAR** signal.
  - m. If a tornado occurs, the administrative emergency resource team will convene at the direction of the emergency director or emergency coordinator.
  - n. 9-911 should be called and the campus emergency resource team will perform their assigned duties.

2. Tornado Shelter Locations

Inside offices, closets, restrooms/lounges

*Stay away from all windows and doors. Stay out of large open areas, such as auditoriums. Move to northeast corner of building shelters, if possible.*

### Tornado Drills

1. The Columbia campus and extended campuses shall conduct a tornado drill yearly.
2. The director of facility services shall be responsible for conducting drills at the Columbia campus and the directors of the extended campuses shall be responsible for conducting drills at their individual campuses.
2. During these drills, appointed staff shall be located in each building/extended campus to monitor the evacuation procedures.
3. After the drills, contact is made with each building representative to report any problems encountered during the drill.

## Appendix M - Earthquake Procedures

1. Remain calm.
2. Take cover in doorway, under desk or table.
2. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals to take cover in doorway, under desk or table.
3. Stay away from glass shelves and heavy equipment.
4. After the initial shock, evaluate the situation and, if emergency help is necessary, call 9-911.
5. The emergency coordinator should be contacted and the emergency resource team convened, if necessary.
6. If an emergency exists, activate the building alarm and evacuate the building using the evacuation plan.
7. Do not return to an evacuated building until a college administrator has given the “**ALL CLEAR**” signal.

## Appendix N - Biological Hazards

When evaluating and taking action against a possible chemical, biological, or radiological incident your personal safety is of primary concern. If a chemical, biological, or radiological event is suspected, clear the area that is suspect and call 9-911. Contact Site/Center Director at 931-676-3000.

1. Procedures for potentially threatening items
  - a. Questionable Threat - Item is suspicious but no reason to believe it is a biological threat:
    1. Secure the item by triple sealing in sealed evidence bags or trash bags and remove from building
    2. Contact Campus Security or Site/Center Director
  - b. Possible Threat:
    1. Evacuate all persons out of the immediate area
    2. Turn off fans, air ventilators, and HVAC
    3. Obtain a list of the names of all persons who came into contact with the item or were in the presence of the item
    4. Allow exposed persons to wash with soap and water
    5. Contact Site/Center Director and await arrival
  - c. Probable Threat
    1. Evacuate all persons out of the building, establish a perimeter -Turn off fans, air ventilators, and HVAC
    2. Request response of Local Fire Department by contacting **9-911**
    3. Keep persons exposed to the item at the scene, in a secure location
    4. Coordinate decontamination process with fire department personnel
    5. Two-way radios and cell phones will not be used within 1,500 feet of the suspected device! All personnel cease use of radios.
2. The Site/Center Director will contact Campus Security who will:
  1. Establish a command post if threat is Possible or Probable Threat
  2. Ensure that personnel decontamination process is completed
  3. Ensure that no person goes into the perimeter without adequate protection
  4. Contact the Local Police Department for Hazmat assistance
  5. Arrange for Transportation of evidence for analysis
  6. Maintain area until analysis determination is made
  7. Contact Health Department, TBI, FBI, etc. if analysis reveals biological threat

## Appendix O - Hostile Intruder/Violent Person

1. Do not approach the intruder or intervene.
2. Contact 9-911 and the Site/Center Director at 931-676-3000 immediately. Provide a description of the intruder and any specific characteristics (height, weight, hair color, race and type and color of clothing, and type of weapons, if any)
3. If gunshots are heard within a building, faculty/staff will close and lock or barricade their room doors, turn off the lights, and stay away from doors and windows. Faculty/staff should remain calm and keep students/others as quiet as possible. Faculty/staff will stay in the locked/barricaded room until informed by law enforcement officials that it is safe to leave. Faculty/staff may wish to use their cell phones to notify law enforcement of the situation.
4. Should the fire alarm sound, do not evacuate the building unless:
  - a. First hand knowledge that there is a fire in the building exists
  - b. Law enforcement officials advise evacuation from the building
  - c. Imminent danger exists.
5. Office personnel in the affected building will close and secure their office areas and immediately call the institutional police department or local law enforcement.
6. The institutional police department or local law enforcement will be stationed to ensure no one enters the building(s) until the area is determined to be safe.
7. Only trained law enforcement personnel should attempt to perform a search of the building or area in which a hostile intruder is located.
8. Law Enforcement Officials will provide notice when re-entry can be safely made.

## **Appendix P - Terrorist Attack**

Institutions must establish methods to protect the personnel and students in response to terrorist attacks.

### **Weapon of Mass Destruction – Definition**

A weapon of mass destruction includes biological, chemical, incendiary, 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.

### **Action Steps for Initial Response**

1. Notify the Site/Center Director at 931-676-3000 and local law enforcement at 9-911 and evacuate the area.
2. Avoid contamination by staying upwind of the hazard, away from the point of the release, and exposed individuals.
3. Do not touch or move any suspicious objects.
4. Minimize the use of cell phones.
5. Facilities Services should determine if the use of ventilation systems should be suspended.
6. Affected individuals should quarantine themselves at a safe location, upwind of the hazard.
7. If a hazardous release occurs at the campus perimeter or off-campus, remain indoors until further instruction is given.

## Appendix Q – Inclement Weather

Inclement weather such as snow, ice or flooding can make travel to and from campus hazardous. When the potential or conditions develop that would make travel to and from the campus hazardous, the following steps will be followed:

### A. Decision Making Process

Extended campus closure decisions will be made by the director of the center/site in conjunction with the dean of extended services, or executive vice president and provost. If neither is available, the campus director will independently make the decision.

### B. Notification Process

1. If the decision is made to close a campus, the dean of extended services (or his/her designee) will first:
  - a. Contact the office of marketing and public relations, who then
    - 1)Notifies the President and Vice Presidents
    - 2)Places the information on the ColumbiaState.edu website homepage
    - 3)Posts on social networking pages (Face book and Twitter)
    - 4)Contacts the media
  - b. The campus director then
    - i. Places the closure information on individual campus phone message.
    - ii. Calls the Student Information Center on the Columbia campus.
    - iii. Calls the evening services office on the Columbia campus.
    - iv. Sends e-mail notification to “students-enrolled,” “adjuncts” and “employees” if access available.
    - v. Contacts extended campus faculty whose classes will be affected by the closure.

## Appendix R - Hostage

1. If taken hostage or witnessing another person being taken hostage or contained in a specific area:
  - a. Remain as calm as possible.
  - b. The initial 45 minutes are often the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally disturbed: it is difficult to predict their response to a given situation.
  - c. Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor.
  - d. Avoid appearing hostile.
  - e. Maintain eye contact with the captor at all times, if possible, but do not stare.
  - f. Do not make quick or sudden moves. Ask your captors before going to the bathroom, taking medication, or receiving first aid.
  - g. Be observant and try to remember as many details about the captors as possible. In the event of release or escape, the personal safety of others may depend on facts remembered about the situation.
  - h. Displaying some fear may work to one's advantage.
  - i. Be prepared for action in the event entry by police is made. Often they will shout instructions. Follow them immediately.
  
2. If not taken hostage:
  - a. Immediately evacuate the building, using the established evacuation route. Carefully avoid the attention of those taking hostages.
  - b. Take no action to intervene.
  - c. Call the appropriate law enforcement agency at 9-911. Provide as much accurate information as possible, if it is safe to do so, stay on the line with the dispatcher.

## Appendix S - Protests and Demonstrations

### Civil Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, picketing and/or rallies will be peaceful and non-obstructive. Demonstrations in a designated "Free Speech" area, if one exists, will not be stopped unless one or more of the following conditions exist:

- INTERFERENCE with normal institutional operations,
- PREVENTION of access to offices, buildings, or other institutional facilities
- THREAT of physical harm to persons or damage to institutional grounds or facilities.

If any of these conditions exist, immediately contact the Site/Center Director or local law enforcement. Law Enforcement will make notifications depending on the nature of the demonstration; the appropriate procedures listed below should be followed:

#### 1. Peaceful, Non-obstructive Demonstration

- a. Generally demonstrations of this kind will not be interrupted. The demonstrations will not be obstructed or provoked, and efforts should be made to continue normal operations.
- b. If demonstrators are asked to leave but refuse to leave by regular facility closing time(s):
  1. Arrangements will be made by law enforcement to monitor the situation during non-business hours or
  2. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration

#### 2. Non-violent, Disruptive Demonstrations - In the event that a demonstration blocks access to facilities or interferes with operations:

- a. Demonstrators will be asked to terminate the disruptive activity.
- b. The appropriate administrator will have a photographer/videographer with him or her to document the proceedings.
- c. Key institutional personnel and student leaders may be asked to go to the areas to persuade the demonstrators to desist.
- d. An official will go to the area to ask the demonstrators to leave or to discontinue the disruptive activities.
- e. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue within a determined length of time may result in disciplinary action, including suspension or expulsion or possible intervention by the police. Except in extreme emergencies, the President / Director will be consulted before such actions are taken.
- f. Efforts should be made to secure positive identification, including photographs, of demonstrators in violation for later testimony.
- g. Legal Counsel will be consulted to determine the need for an injunction of civil authorities.

- h. If a court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

**3. Violent Disruptive Demonstrations** -In the event that a violent demonstration, one in which injury to persons or property occurs or appears imminent, the President / Director will be immediately notified.

**a. During Regular Operational Hours**

1. The College President or designee, Campus Security and local law enforcement will be summoned to the scene.
2. Law enforcement will ensure sufficient officers are present to contain the violent/disruptive demonstrators.

**b. After Regular Operational Hours**

1. Local law enforcement should be immediately notified.
2. The College President or designee will be contacted.

**c. Determine which, if any, institutional official (s) shall respond to the scene.**

Campus Security or the Site/Center Director should respond to a violent protest. Any witnesses to violent, hostile or criminal behavior should immediately contact the Site/Center or local law enforcement agency.

For personal safety, individuals should:

1. Leave the immediate area and direct others to do so.
2. If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors, when possible, to separate everyone from any armed offender.

NOTE: Law enforcement will respond to the incident without counsel from others if an immediate response is of paramount importance to the safety and security of persons and/or property.

## **Appendix T - Explosion, Train, or Aircraft Crash on or Near Campus**

In the event an incident occurs involving the explosion or a downed aircraft on campus the following action will be taken:

1. Immediately take cover under tables, desks, and other objects for protection against falling glass or debris that may result from secondary explosions or facility damage.
2. The Site/Center Director or local law enforcement should be notified as soon as possible.
3. If necessary, or when directed to do so, activate the building fire alarm. CAUTION: THE BUILDING ALARM RINGS ONLY LOCALLY INSIDE THE BUILDING – REPORT THE EMERGENCY TO THE CAMPUS SECURITY OR LOCAL POLICE AS SOON AS POSSIBLE
4. Assist individuals with disabilities in exiting the building. Do not use the elevators in case of fire.
5. Once outside, move to a clear area that is at least 1,000 feet away from the affected area. Keep streets and walkways clear for emergency vehicles and crews.
6. If requested, assist emergency personnel as necessary.
7. Do not return to an affected area unless instructed to do so. Stay clear of the emergency area and/or affected buildings to reduce the chances of interference with responding emergency personnel.

## Appendix U - Emergency Telephone Numbers

### REPORTING EMERGENCIES

1. For police, fire, or ambulance: dial **9-911**
2. To report an incident, dial **9-797-7669** for Security at the Columbia Campus. This number is the security cell phone and is to be used **only in the event of an emergency**. Stay calm; carefully explain the problem and location. Contact the Site/Center Directors to report an emergency at that campus:

Franklin: 615-790-4403  
Lawrenceburg: 931-766-1603

Lewisburg: 931-270-0119  
Clifton: 931-676-3000

3. Immediately notify your supervisor.

#### Off-Campus Resources of Assistance

Generally, campus security is responsible for coordinating outside emergency assistance. The following numbers are only for information and advance planning:

<b>For emergency assistance contact:</b>	<b>9-911</b>
Fire (Clifton Fire Department)	9-676-3383
Ambulance (Wayne Medical Center)	9-722-3634
Police (Clifton Police Dept.)	9-676-3435
Hospital (Wayne Medical Center)	9-722-5411
Sheriff (Wayne Co. Sheriff)	9-722-3613
Wayne County Emergency Management	9-722-3613
Gas (City of Clifton)	9-676-5390
Water (City of Clifton)	9-676-3370
Electric (TVEC)	9-722-5441
Electric (After Hours Emergency)	9-722-7800

### TENNESSEE BOARD OF REGENTS

Central Office ..... (615) 366-4400

### STATE OF TENNESSEE

Division of Water Control Central Office-Nashville..... (615) 741-2275

Highway Patrol Nashville..... (615) 741-3181

Tennessee Division of Occupational Safety and Health Nashville..... (615) 741-2793

Southern Poison Control Center..... (800) 288-9999

Tennessee Emergency Management Association..... (615) 741-0640

National Weather Service (Nashville, TN Office)..... (615) 754-4633

Tennessee Department of Public Health..... (615) 741-7305

### TENNESSEE NATIONAL GUARD

If a determination is made that the Tennessee National Guard is needed on campus during the recovery, the President or Director will initiate their arrival by requesting the Chancellor to ask The Governor of Tennessee for the National Guard to be deployed to the institution's campus or campuses.

## Appendix V - Contact the Site Center Director at Extended Campus locations

<u>Building Name</u>	<u>Contact Name</u>	<u>Contact Number</u>
Williamson County Center	Ralph Walker	615-790-4403
Lawrence County Center	Cissy Holt	931-766-1603
Lewisburg Site	Elizabeth McDow	931-270-0119
Clifton Site	Stephen Milligan	931-676-3000

## Building contact telephone numbers at the Columbia Campus

<u>Building Name</u>	<u>Contact Name</u>	<u>Contact Number</u>
Waymon L Hickman	Ron Beck	931.540.1121
Jones Student Center	Kathy Gum	931.540.2570
Warf Building	Kelly Stinnett	931.540.2750
Clement Building	Joni Lenig	931.540.2752
Walter Building	Kae Fleming	931.540.2595
Pryor Administration Building	Jerri Grooms	931.540.2538
Finney Memorial Library	Kathy Breeden	931.540.2555
Health Sciences Building	Kelly Riggs	931.540.2743
Webster Athletic Center	Louis Conner	931.540.2632

## Appendix W - Local utility company telephone numbers

Wayne County Emergency Management	9-722-3613
Gas (City of Clifton)	9-676-5390
Water (City of Clifton)	9-676-3370
Electric (TVEC)	9-722-5441
Electric (After Hours Emergency)	9-722-7800

## **Appendix X - Emergency Response Campus Resources**

### 1. Prints and site Maps of Campus Facilities

Located in Facilities Services Building

### 2. Generators and Emergency Equipment

Located in Facilities Services Building

## **Appendix Y - Health or Mental Health Emergency**

### Health or Mental Health Emergency

If a health or mental health emergency occurs, the following steps shall be taken:

- a. Call 9-911.**
- b. Contact Site/Center Director at 931-676-3000.**  
Site/Center Director will secure the scene and direct emergency personnel to the location of the event.