



Columbia State  
COMMUNITY COLLEGE

# **Emergency Preparedness Plan**

*Columbia Campus*

*October 2015*

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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 at 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 campus security by radio call box, building radio, telephone ext. 2700, or emergency cell phone 9-931-797-7669.
  - b. Major Emergency: Any incident that affects an entire building or buildings, 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 campus security (9-931-797-7669).
  - 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 campus security (9-931-797-7669).

## 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, the Campus Security 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 is to be set up as follows for the specific campus:

- a. Columbia - IT Conference Room in Library Basement
- b. Lawrence County – Lawrence County High School
- c. Lewisburg Site – Determined by emergency director
- d. Williamson County – Franklin High School
- e. Clifton Site – Determined by emergency director

If a specified site is not useable, the emergency director or emergency coordinator will select an alternate location. 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 Director of Facility Services or designee or 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, which 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 and/or local law enforcement have primary responsibility, institutional employees such as building representatives may need to assist in an evacuation.

Appendix C shows the Campus Evacuation Map and list Evacuation Procedures

#### **7. Shelters**

The primary shelter locations will be:

- a. Columbia - the Gym, the Cherry Theater in the Hickman Building, and the Jones Student Center.
- b. Lawrence County - Inside closets, interior offices and restrooms.
- c. Lewisburg Site – Inside closets, interior offices and restrooms.
- d. Williamson County - Inside closets, interior offices and restrooms.
- e. Clifton Site - Inside closets, interior offices and restrooms.

Campus Security and Facility Services or 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. 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 on campus.

## **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. If the phone system is not operational, the facility services department maintains a radio system that can be used. All maintenance and security personnel have radios.

Appendix H lists the locations of the campus radios

## **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 G is a campus map which shows the assembly 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 is contained in the training program for Student Behavior Management which 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 housed in the myChargerNet portal.

#### **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 Crisis Management 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 campus 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  
**Campus Security** 9-931-797-7669

#### Administrative Emergency Resource Team

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

President (Emergency Director)	2510	Janet Smith
Emergency Co-Coordinators		
Director Facility Services and Safety	2712	Tim Hallmark
Director of Maintenance	2622	David Hall
Vice President, Financial & Administrative Services	2533	Ken Horner
Vice President & Provost, Academic Services	2517	Margaret Smith
Director, Marketing and Public Relations	2509	Amy Spears-Boyd

#### Campus Emergency Resource Team

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

Director, Human Resources	2521	Christie Miller
Director, Facility Services (Interim Co-coordinator)	2622	Tim Hallmark
Maintenance (Interim Co-coordinator)	2622	David Hall
Campus Security 2700; or, security pager	2791	Randy Carroll
Associate Vice President, Information Technology	2704	Emily Siciensky
Associate VP Business Services	2534	Elaine Curtis
Executive Assistant to the President	2510	Betty Yates
Administrative Secretary, Academic Services	2520	Linda Boshers
Public Relations Coordinator	2509	Amy Spears-Boyd
Dean, Health Sciences	2595	Kae Fleming
Executive Assistant for Advancement	2837	Bethany Lay
Director, Library	2555	Kathy Breeden
Physical Education Instructor	2639	Perry Krichbaum
Associate Vice President, Faculty & Programs	2752	Joni Lenig
Extended Services	(615) 790-4419 or 4419	Shanna Jackson

#### Public Agency Numbers\*

*(area code – 931)*

Fire	9-560-1700
Ambulance – Maury Regional Hospital	9-388-1434
Police	9-388-2727
Sheriff	9-380-5733
Hospital	9-381-1111
Electric/Water (Columbia Power & Water)	9-388-4833
Gas (ATMOS Energy Emergency Service)	9-1-388-9136

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

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

- a. **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.
- b. **Emergency Coordinator** – The Director of Facility Services and Director of Maintenance act as Co-coordinators and shall coordinate all operations of the administrative emergency resource team. The administrative emergency resource team shall consist of the president, executive vice president and provost for academic services, associate vice president for student services and enrollment management, associate vice president faculty and programs, vice president for financial and administrative services, director of human resources and director of marketing and public relations.
- c. **Emergency Operations Center** - The emergency operations center is to be set up in the IT Conference Room in Library Basement. If this site is not useable, the emergency director or emergency coordinator will select an alternate location. 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.
- d. **Pressroom** - A pressroom will be set up by the president or designee at a location away from the above areas.
- e. **Administrative Emergency Resource Team** - While the emergency operations center is being established, the emergency coordinator(s) 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.

## 2. **Responsibilities**

### a. **Emergency Director/President**

1. Provides overall direction of the campus emergency response.
2. Works with the emergency coordinator in assessing the emergency and preparing the college's specific response.
3. Declares and cancels the campus "state of emergency."
4. Notifies and conducts liaison activities with the Tennessee Board of Regents.
5. Approves media communication.

### b. **Emergency Coordinator(s)/or Dean of Extended Campuses**

1. Oversees coordination of the college's emergency response.
2. Determines, with input from resource team members, the type and magnitude of the emergency and establishes the emergency operations center.
3. Informs the emergency director of situation.
4. Initiates immediate contact with administrative emergency response team, and begins assessment of the college's condition.
5. Initiates notification of the campus emergency response team through appropriate administrative emergency response team members.
6. 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.
7. Performs other related duties as may be required.

### c. **Executive VP & Provost for Academic Services**

1. Notifies building contacts as necessary of the emergency.
2. Gives direction as necessary.
3. Works with the director of facility services in establishing alternate classroom areas as required.
4. Informs the emergency coordinator of status of activities.
5. Informs the Dean of the Williamson County Center and Extended Campuses and Programs of the emergency and the procedures for coordination of extended campuses and programs.

**d. Vice President for Financial and Administrative Services**

1. Informs and directs the director of facility services as to the emergency.
2. Informs and directs the associate vice president for information technology as to the emergency.
3. Informs and directs the business manager as to requirements.
4. Informs and directs the director of human resources as to requirements.
5. Informs the emergency coordinator of status of activities.

**e. Director of Marketing and Public Relations**

1. Implements plan for media contact.
2. Maintains contact with the president and the emergency coordinator for handling communications and public information.

**f. Director of Facility Services and Safety and Director of Maintenance**

1. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
2. Provides vehicles to transport personnel and/or equipment.
3. Obtains the assistance of utility companies as required.
4. Surveys habitable space and relocates essential functions.
5. Provides emergency power as needed.
6. Maintains emergency equipment in a state of readiness.
7. Monitors campus warning system and tests quarterly.
8. Provides personnel to ensure sanitation of shelter areas and provides for the personal hygiene needs of shelter occupants.
9. Provides security for campus.

**g. Associate Vice President for Informational Technology**

1. Provides equipment and personnel to maintain computer capability.
2. Works with the director of facility services in establishing needs for power.

**h. Associate VP – Business Services**

1. Provides expertise to maintain budgetary procedures and meet necessary immediate needs during emergency.
2. Provides food service support for emergency resource teams as necessary during emergency.

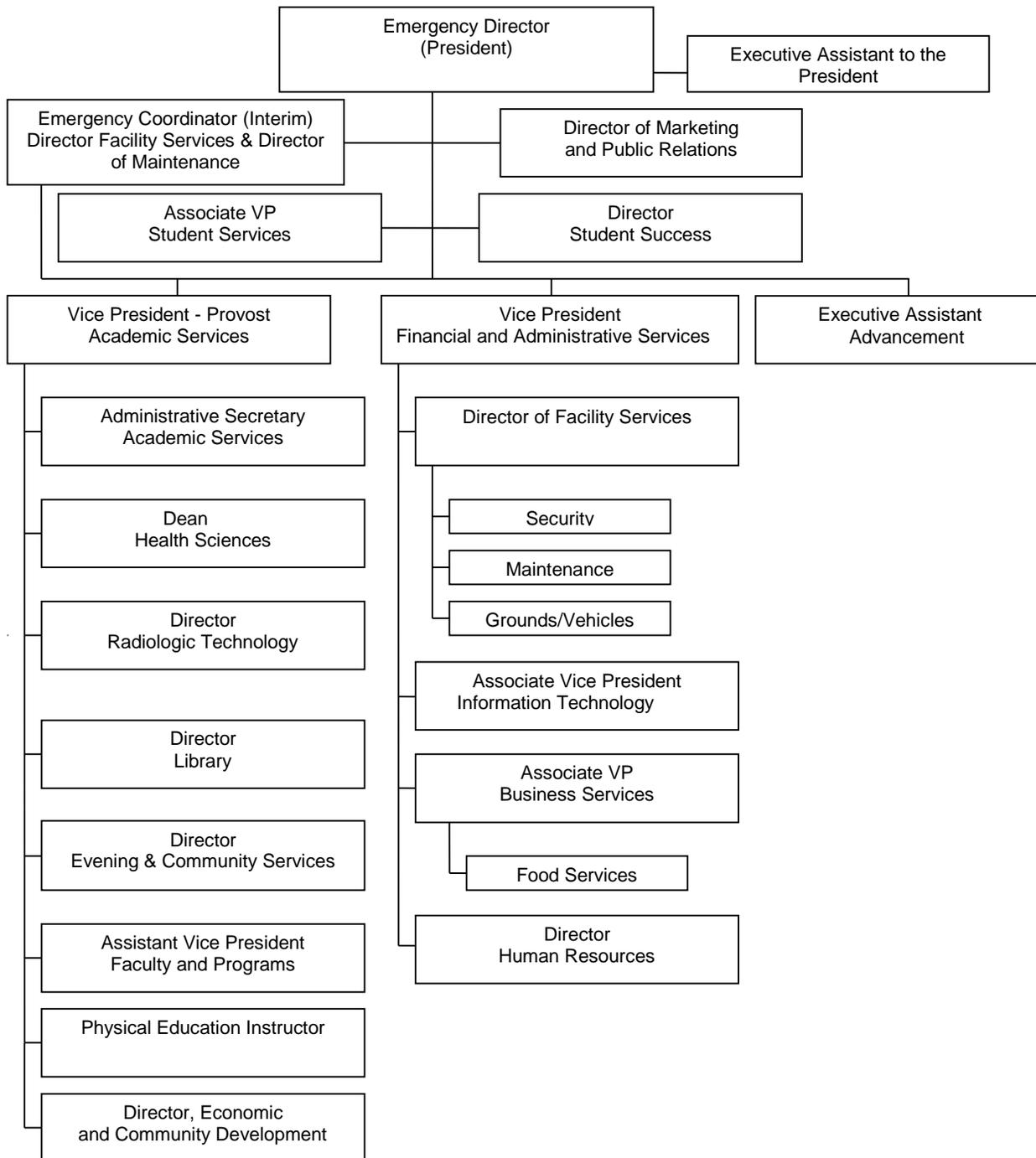
**i. Associate VP of Student Services & Enrollment Management**

1. Aids in directing students to safe areas and assists with accountability of students.
2. Provides directional assistance where needed.
3. Performs other related duties as may be required.
4. Coordinates counseling resources and services as needed.

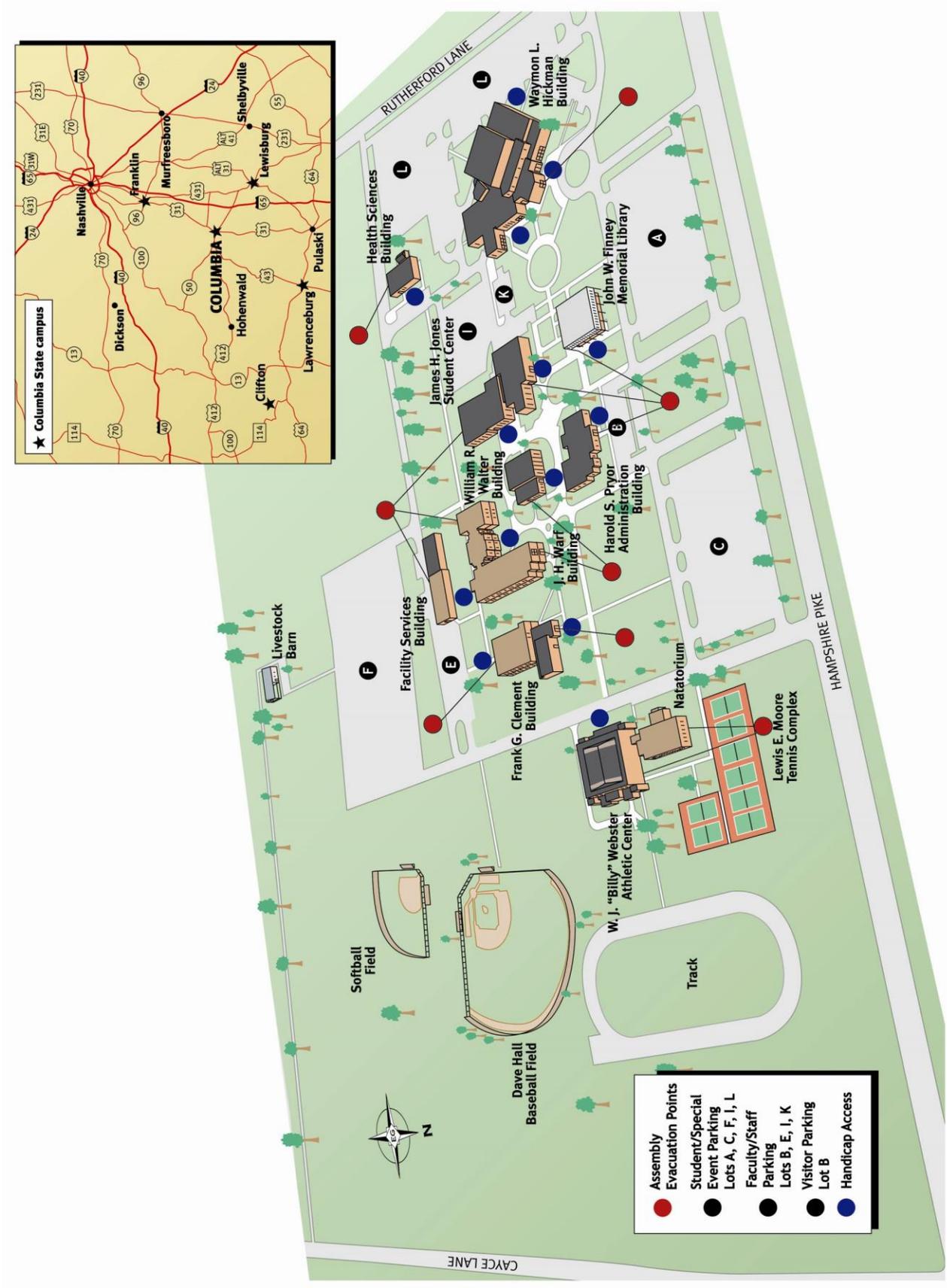
**j. Building Representatives or Site/Center Director**

1. Contact appropriate personnel in the building to inform, update, and communicate status of emergency.
2. Administer evacuation plans for the building.
3. Work with the vice president for student services and enrollment management, the Dean of Extended Services and/or the director of facility services in establishing alternate area for continued operation of essential functions.

## Appendix B Emergency Resource Team Chart



# Appendix C Campus Evacuation Map and Building Evacuation Procedures



## Evacuation Procedures

This section contains the recommended procedures to be observed during specific types of emergencies. These procedures serve as a guide and should be used as such. **No guide can cover every conceivable situation and common sense should always prevail.**

1. Building Evacuation Procedures - in the event of 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 or when an evacuation notice from the phone paging system occurs. Building representatives will also assist in evacuation notification.
  - 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

**Elevators should not be considered as an exit option.**

- d. Once outside, students, faculty, and staff should proceed to the designated assembly area or at least 200 feet from the affected building(s).
  - e. **NO PERSON(S)** should return to an evacuated building until the building representative 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 president, the president's designee or the emergency director for the campus. The emergency team will alert people in all buildings.
    - 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 to evacuate the area in question and relocate to another part of the campus, as directed.
    - d. If an emergency makes it necessary to leave the campus grounds by personal vehicle, exit the gate nearest to where you are parked and follow traffic patterns, as directed by campus security and/or law enforcement personnel.

## Appendix D Shelter-in-place/lockdown procedures

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 campus security at **9-797-7669**.

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 firsthand 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

#### Maury County Media

##### The Daily Herald

Contacts: <http://columbiadailyherald.com/>  
<http://columbiadailyherald.com/content/contacts.html>  
Address: 1115 South Main Street  
P.O. Box 1425  
Columbia, TN 38402-1425  
Phone: 931.388.6464  
FAX: 931.388.1003

##### WKRM (AM) & WKOM (FM) 101.7

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

##### WMCP (AM) 1280

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

##### WMRB (AM)

Address: 1014 South Garden Street  
Columbia, TN 38401  
Phone: 931.381.7100  
FAX: 931.381.0088  
Email: [togilvie@wmrb910am.com](mailto:togilvie@wmrb910am.com)

#### Television

##### Charter Communications

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

#### Giles County Media

##### Giles Free Press/Pulaski Citizen

<http://www.pulaskicitizen.com/>  
Contacts:  
<http://www.iclassifiedsnetwork.com/39093/2087/contact-us>

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)**

P. O. Box 127  
Pulaski, TN 38478  
Phone: 931.363.0133  
FAX: 931.424.9604

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

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

**WSLV (AM) 1110**

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**

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

Contacts:

<http://www.risnerweb.com/contact-us>

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/>

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**

**Democrat Union**

<http://www.lawrenceburg.com/du/>

Address: 238 Hughes Street  
P.O. Box 685  
Lawrenceburg, TN 38464  
Phone: 931.762.2222  
FAX: 931.762.4191  
Email: [ckincaid\\_du@yahoo.com](mailto:ckincaid_du@yahoo.com)

**Lawrence County Advocate**

<http://www.lawrencecountyadvocate.net>

Contacts: <http://www.lawrencecountyadvocate.net/15894/1819/contact-us>

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)

**WDXE (AM) 1370 & (FM) 95.9** (Pop music – top 20)

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

Contacts: <http://www.wdxejack.com/staff.html>

Address: 29 Public Square  
Lawrenceburg, TN 38464

Phone: 931.762.4411  
FAX: 931.762.4789  
Email: [wdxe@wdxe.com](mailto:wdxe@wdxe.com)

**WWLX (AM) 590 & WLLX (FM) 97.5**(Country AM - FM Station)

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

Contacts: <http://www.wxonline.com/contactwlx.html>

Lawrenceburg, Pulaski, Columbia, Lewisburg, Hohenwald,  
Waynesboro, Florence, Decatur, Huntsville

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](mailto: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/>

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

Address: 111 West Commerce  
Lewisburg, TN 37091

Phone: 931.359.1188  
FAX: 931.359.1847

**WAXO (AM) 1220** (Country)

Address: 217 W. Commerce St.

Lewisburg, TN 37091  
Phone: 931.359.6641  
Fax: 931.270.9290  
Email: waxo@waxo.com

**WJMM (AM) 1490 & (FM) 94.3 (Country)**

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

Contacts:

[http://www.wjjm.com/index.php?option=com\\_content&view=article&id=5&Itemid=8](http://www.wjjm.com/index.php?option=com_content&view=article&id=5&Itemid=8)

Address: 344 E. Church Street  
Lewisburg, TN 37091  
Phone: 931.359.4511  
Fax: 931.270.9556  
Email: [wjjm@wjjm.com](mailto:wjjm@wjjm.com)

**Perry County Media**

**Buffalo River Review**

<http://buffaloriverreview.com/>

Contacts: <http://buffaloriverreview.com/1484/1257/contact-us>

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)

**Wayne County Media**

**Wayne County News**

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

Contacts: [http://www.waynecountynews.net/pages/contact\\_us/](http://www.waynecountynews.net/pages/contact_us/)

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)

**Decatur County Chronicle**

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

**The New Leader**

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

Contact:

[http://www.readtheleader.com/index.php?option=com\\_contact&view=contact&id=1&Itemid=54](http://www.readtheleader.com/index.php?option=com_contact&view=contact&id=1&Itemid=54)

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

**WTNR (AM) 930 & WFRQ (FM) 94.9**

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

**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**

**Associated Press – Nashville**

<http://www.ap.org/states/tennessee/>

Contact: [http://www.ap.org/states/tennessee/TN\\_Staff.html](http://www.ap.org/states/tennessee/TN_Staff.html)  
Address: THE ASSOCIATED PRESS  
JOHN SEIGENTHALER CENTER  
1207 18TH AVE SOUTH  
SUITE 261A  
NASHVILLE TN 37212  
Phone: 615.373.9988 / 800.453.1282  
Fax: 615.376.0947  
E-mail: [apnashville@ap.org](mailto:apnashville@ap.org)

**Tennessean**

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

Contacts: <http://www.tennessean.com/section/services01>  
Address: 1100 Broadway  
Nashville, TN 37203  
Phone: Newsroom 615.259.8095  
FAX: 615. 259.8820

**Nashville Business Journal**

Web site: <http://www.bizjournals.com/nashville/>  
Contacts: <http://www.bizjournals.com/nashville/about-us/>  
Address: 1800 Church Street, Suite 300  
Nashville, TN 37023  
Phone: 615.248.2222  
Fax: 615.248.6246  
email: [Nashville@bizjournals.com](mailto:Nashville@bizjournals.com)

**WKRN Channel 2**

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

Contact: <http://www.wkrn.com/category/127491/wkrn>  
Address: 441 Murfreesboro Road  
Nashville, TN 37210  
Phone: 615.369.7222 / 615.369.7236  
FAX: 615.369.7329  
email: [news@wkrn.com](mailto:news@wkrn.com)

**WSMV Channel 4**

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

Contacts: <http://www.wsmv.com/category/209615/news-team>  
Address: 5700 Knob Road  
Nashville, TN 37209  
Phone: 615.353.2231  
FAX: 615.353.2343

E-mail: [news@wsmv.com](mailto:news@wsmv.com)

**WTVF Channel 5**

<http://www.newschannel5.com/>

Contacts: <http://www.newschannel5.com/story/5441175/contact-newschannel-5>

Address: 474 James Robertson Parkway  
Nashville, TN 37219

Phone: 615.244.5000

FAX: 615.244.9883

Email: [newsroom@newschannel5.com](mailto:newsroom@newschannel5.com)

**WZTV FOX 17**

<http://www.fox17.com/>

Contacts: <http://www.fox17.com/sections/station/>

Address: 631 Mainstream Drive  
Nashville, TN 37228-1203

Phone: 615.369.1717

FAX: 615.369.3299

Email: [news@fox17.com](mailto:news@fox17.com)

**Davidson County Media**

**Associated Press – Nashville**

<http://www.ap.org/states/tennessee/>

Contact: [http://www.ap.org/states/tennessee/TN\\_Staff.html](http://www.ap.org/states/tennessee/TN_Staff.html)

Address: THE ASSOCIATED PRESS  
JOHN SEIGENTHALER CENTER  
1207 18TH AVE SOUTH  
SUITE 261A

NASHVILLE TN 37212

Phone: 615.373.9988 / 800.453.1282

Fax: 615.376.0947

E-mail: [apnashville@ap.org](mailto:apnashville@ap.org)

**Tennessean**

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

Contacts: <http://www.tennessean.com/section/services01>

Address: 1100 Broadway  
Nashville, TN 37203

Phone: Newsroom 615.259.8095

FAX: 615. 259.8820

**Nashville Business Journal**

Web site: <http://www.bizjournals.com/nashville/>

Contacts: <http://www.bizjournals.com/nashville/about-us/>

Address: 1800 Church Street, Suite 300  
Nashville, TN 37023

Phone: 615.248.2222

Fax: 615.248.6246

email: [Nashville@bizjournals.com](mailto:Nashville@bizjournals.com)

**WKRn Channel 2**

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

Contact: <http://www.wkrn.com/category/127491/wkrn>

Address: 441 Murfreesboro Road  
Nashville, TN 37210

Phone: 615.369.7222 / 615.369.7236

FAX: 615.369.7329  
email: [news@wkrn.com](mailto:news@wkrn.com)

**WSMV Channel 4**

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

Contacts: <http://www.wsmv.com/category/209615/news-team>

Address: 5700 Knob Road  
Nashville, TN 37209

Phone: 615.353.2231

FAX: 615.353.2343

E-mail: [news@wsmv.com](mailto:news@wsmv.com)

**WTVF Channel 5**

<http://www.newschannel5.com/>

Contacts: <http://www.newschannel5.com/story/5441175/contact-newschannel-5>

Address: 474 James Robertson Parkway  
Nashville, TN 37219

Phone: 615.244.5000

FAX: 615.244.9883

Email: [newsroom@newschannel5.com](mailto:newsroom@newschannel5.com)

**WZTV FOX 17**

<http://www.fox17.com/>

Contacts: <http://www.fox17.com/sections/station/>

Address: 631 Mainstream Drive  
Nashville, TN 37228-1203

Phone: 615.369.1717

FAX: 615.369.3299

Email: [news@fox17.com](mailto:news@fox17.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

[Empty box for describing general duties]

- 1. The volunteer understands that he/she is not to be considered an employee...
2. The volunteer understands that he/she has no actual authority to bind or represent the College...
3. The volunteer understands that {T.C.A. 9-8-307(h) 8-42-101(a)(3)} extends certain protections...
4. The volunteer acknowledges that the College shall have no liability for personal injury...
5. The volunteer acknowledges that he/she may not operate automotive or other state owned equipment...
6. The volunteer and the College agree that no person shall be subjected to discrimination...
7. Columbia State Community College, the Tennessee Board of Regents, the State of Tennessee...
8. This Agreement may be terminated at any time upon written notice...

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

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 150 Service Truck (Custodial)
1	GMC 2500 HD Service Truck (Grds)
1	Kawasaki Mule (Grounds)
1	Toyota Sedan-President's Car
1	25 Passenger Van
1	GMC 2500 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

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

## Appendix H Log of Campus Radios/Communication Devices

Radios are also located in the following locations:

1. Pryor Administration (Purchasing office)
2. Jones Student Center (Assistant Director of Admissions)
3. Warf Science Building (Evening Services)
4. Hickman Building (Custodian)
5. Gym (Athletics)
6. Facilities Services Building (Director Facility Services)
7. Clement (Division Office)
8. Hickman (Office of Workforce Development)
9. Library
10. Health Science (RAD TECH office)
11. Walter (Division office)

All available radios would be gathered and used.

Security office located in Facility Services building has other radios that can be issued during emergency situations

## 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 Coordinator of Disability Services is appropriate. The Coordinator of Disability Services 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. Students may be referred to the committee for further review by contacting the Office of Student Services.

## 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.

### 3. Facility Services Building Fire Evacuation Procedures

#### a. During Normal Hours

The mechanic “on call” will take lead for accomplishing the following during evacuation:

- 1) Shut off boilers using the “emergency stop” buttons located next to door in southeast corner of powerhouse;
- 2) Shut powerhouse doors;
- 3) Once outside, shut off the manual natural gas valve at gas meter, located on south wall;
- 4) Shut off power to fuel pumps using the “emergency stop” button located outside south wall

#### b. During Off Hours

The security guard on duty will perform the following if deemed safe:

- 1) Shut off the manual natural gas valve at the gas meter, located outside on south wall;
- 2) Shutoff power to the fuel pumps using the emergency stop button located outside on the south wall.
- 3) Shut exterior doors if not already closed

## 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 campus security 9-797-7669.**
- 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 alleged 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 campus security 9-797-7669.
- 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 might be of assistance to investigators.
  - d. Have a co-worker immediately notify the Campus Police or 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, if such is known.

### **5. Special Events**

- a. The event coordinator on duty will coordinate with Campus Security 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
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 facility services office. In the event of severe weather, the facility services personnel will monitor the radio.
  - b. If a tornado warning is issued for Maury County, the director of facility services will issue a warning through the campus telephone paging system to take cover immediately. Designated personnel will be trained to make the announcement in the event that the facility services director is unable to make the announcement.
  - c. If the campus phone system is disabled then the director of facility services will announce the situation over the hand-held radio to building coordinators and facilities services personnel: "A tornado warning has been issued for this area. Take cover immediately."
  - d. Campus security will sound the warning siren.
  - e. Persons should move quickly and calmly to designated areas, as directed.
  - f. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals to move quickly and calmly to designated areas.
  - g. If outside of buildings, persons should go to the nearest low area, such as culverts or ditches.
  - h. Persons should remain in safe locations until a college administrator gives the "**ALL CLEAR**" signal. The "ALL CLEAR" signal will be announced through the telephone paging system or in the event of telephone system failure, through the radio system.
  - i. If a tornado occurs, the administrative emergency resource team will convene at the direction of the emergency director or emergency coordinator.
  - j. The emergency coordinator or designee shall call 9-911, and the campus emergency resource team will perform their assigned duties.
  
2. Tornado Shelter Locations
  - a. **Pryor Administration Building:** Inside offices, closets, restrooms/lounges.
  - b. **Walter Building:** Inside offices, closets, restrooms.
  - c. **Warf Building:** Move to first floor restrooms, closets, inside offices, under stairwells.
  - d. **Clement Building:** Move to first floor restrooms, closets, inside offices, under stairwells.
  - e. **Health Sciences Building:** Inside offices/classrooms, restrooms, closets.
  - f. **Hickman Building:** Inside offices/classrooms, restrooms, under stairwells to balcony.
  - g. **Webster Athletic Center and Natatorium:** Basement of the gym.
  - h. **Library:** Move to basement, if possible. Otherwise, move to first floor restrooms or under stairwells.
  - i. **Maintenance Building:** Interior office and closets.
  - j. **Jones Student Center:** Interior offices, closets, restrooms, and walk-in cooler.

*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.
3. During these drills, appointed staff shall be located in each building/extended campus to monitor the evacuation procedures.
4. 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.
3. 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.
4. Stay away from glass shelves and heavy equipment.
5. After the initial shock, evaluate the situation and, if emergency help is necessary, call 9-911.
6. The emergency coordinator should be contacted and the emergency resource team convened, if necessary.
7. If an emergency exists, activate the building alarm and evacuate the building using the evacuation plan.
8. 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 Campus Security at 9-797-7669.

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 Campus Security or 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. Campus security 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 Campus Security at 9-797-7669 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. If gunshots are heard within a residence hall or student apartment complex, residents should close and lock their room doors, turn off the lights, and stay away from doors and windows.
4. Under no circumstances should any attempts be made to evacuate the building, unless in the room or immediate area where the shots are being fired.
5. 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.
6. Office personnel in the affected building will close and secure their office areas and immediately call the institutional police department or local law enforcement.
7. 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.
8. Only trained law enforcement personnel should attempt to perform a search of the building or area in which a hostile intruder is located.
9. 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 Campus Security and local law enforcement 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 conditions 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:

### Columbia Campus - Decision-Making Process

1. Security contacts the director of facility services who confers with vice president for financial and administrative Services.
2. Vice president for financial and administrative services confers with the President and a decision is made, or in the absence of the president, makes the decision.
  - a. If the decision is to close the College - if the Columbia campus closes, all centers and sites will also closed.
  - b. If the decision is to open - it is for Columbia Campus only – Individual centers and sites will follow individual guidelines
3. Extended campus sites will receive communication via outlined protocols
4. Communications to faculty, staff and students
  - a. Information regarding College operations will be given to the office of marketing and public relations;
  - b. Employees and students will be provided communications
    1. Columbiastate.edu website
    2. Inclement weather telephone line (931-540-2515)
    3. Local media
    4. Email notification
    5. Social network websites

## 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 Campus Security 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 of the demonstration.
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 Campus Security, Site/Center Director or local law enforcement agency.

For personal safety, individuals should:

1. Leave the immediate area, whenever possible, 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. Campus Security, 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 or 931-540-2700**. These numbers are the security cell phone and is to be used **only in the event of an emergency**. Stay calm; carefully explain the problem and location.
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:

- For police, fire, or ambulance: 9-911
- Maury County Sheriff: 9-380-5733
- Columbia Power & Water System: 9-388-4833
- ATMOS Energy (gas company): 9-388-9136

### TENNESSEE BOARD OF REGENTS

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

### STATE OF TENNESSEE

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

Highway Patrol Administration, Nashville ..... (615) 251-5175

Highway Patrol District 7 Headquarters, Lawrenceburg, TN ..... (931) 766-1425

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

Middle Tennessee Poison Control Center, Nashville ..... (615) 936-0760

Tennessee Emergency Management Association, Nashville ..... (615) 741-0001

National Weather Service (Nashville, TN Office)..... (615) 754-8500

Tennessee Department of Public Health..... (615) 741-3111

### 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 institution's campus or campuses.

## Appendix V Building Contact Telephone Numbers

### Columbia Campus

<u>Building Name</u>	<u>Primary</u>	<u>Number (931)</u>	<u>Secondary</u>	<u>Number (931)</u>
Waymon L Hickman	Terry Kinloch	540.1121	Theresa Sharp	540.2660
Jones Student Center	Kathy Gum	540.2570	Matt Lewis	540.2583
Warf Building	Dearl Lampley	540.2678	Joni Lenig	540.2752
Clement Building	Victoria Gay	540.2859	Barry Gidcomb	540.2716
Walter Building	Kae Fleming	540.2595	Barbara Blum	540.2609
Pryor Administration Building	Jon Arnold	540.2538	Linda Boshers	540-2520
Finney Memorial Library	Kathy Breeden	540.2555	Renée Poe	540.2563
Health Sciences Building	Nancy Hopper	540.2743	Kathy Massey	540.2745
Webster Athletic Center	Johnny Littrell	540.2632	Peri Krichbaum	540.2584

### **Site Center Contacts - 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	Rhonda Delk	931-676-3000

## Appendix W Local utility company telephone numbers

### Off-Campus Resources of Assistance

- Columbia Power & Water System: 9-388-4833
- ATMOS Energy (gas company): 9-388-9136

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

1. Fire Fighting Equipment (Location of sprinklers, extinguishers, etc)

Located in Facilities Services Building

2. Prints and site Maps of Campus Facilities

Located in Facilities Services Building

3. 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 Campus Security at 9-797-7669.**

Campus Security will secure the scene and direct emergency personnel to the location of the event.

## Policy 5:01:01:18 Human Resource Procedures in the Event of a Declared Emergency

The following policy of the Tennessee Board of Regents on Human Resource procedures in the event of a declared emergency shall apply to all employees of the institutions and technology centers governed by the Board, and to all employees of the TBR Central Office.

When it is declared that emergency conditions exist, it is the intent of the Tennessee Board of Regents to protect students, employees, facilities, systems, other property, and normal operations to the greatest extent possible. In the event that normal operations cannot be maintained, the goal will be to maximize the continuity of essential services in order to minimize the adverse impact of the emergency. It will further be the intent of the Tennessee Board of Regents to return to full operations and services as quickly as possible.

This Policy specifically addresses Human Resource procedures necessary to support the above goals.

Emergency situations covered by this Policy include, but are not limited to, natural disasters, the spread of communicable disease, financial crises and terrorist attacks or other acts of war.

### A. Declaration of Emergency

Upon the occurrence of an emergency situation, the Chancellor or other official designee of the Board shall issue a Declaration of Emergency. This Declaration shall trigger the implementation of the provisions of this policy. In the event that disruption of services is to the extent that communication with the Chancellor cannot be established, the President or Director of affected institutions may trigger the provisions of this policy through a temporary Declaration of Emergency until communications have been restored. When the emergency has abated to the point that normal operations may be resumed, the Chancellor shall so note through a second Declaration.

### B. Suspension of Personnel Policies and Guidelines

When a Declaration of Emergency has been issued, the following TBR Personnel Policies and Guidelines shall be suspended and replaced by the provisions of this Policy:

#### Policy 5-01-00-00 General Personnel Policy

- Policy 5-01-01-00 Employee Classification and Leave Policies
- Policy 5-01-01-01 Annual Leave
- Policy 5-01-01-03 Leave of Absence
- Policy 5-01-01-05 Civil Leave
- Policy 5-01-01-06 Leave Transfer
- Policy 5-01-01-07 Sick Leave
- Policy 5-01-01-08 Parental Leave
- Policy 5-01-01-09 Bereavement Leave
- Policy 5-01-01-10 Holidays
- Policy 5-01-01-11 Days of Administrative Closing
- Policy 5-01-01-12 Voting Leave
- Policy 5-01-01-13 Educational Leave
- Policy 5-01-04-10 Faculty Compensation in Summer and Intersessions
- Policy 5-02-05-00 Employment of Grad Assistants
- Guideline P-010 Personnel Transactions

- Guideline P-020 Procedures for Implementation of the 37.5 Hour Workweek
- Guideline P-043 Compensation
- Guideline P-060 Formation and Operation of Faculty Sick Leave Banks
- Guideline P-061 Formation and Operation of Non-faculty Sick Leave Banks
- Guideline P-062 Faculty Sick Leave
- Guideline P-115 Certified Professional Secretary Examination
- Guideline P-130 Support for Educational Assistance
- Guideline P-131 Educational Assistance for Spouse and Dependents of TBR Employees

#### C. Emergency Response Personnel

Any employee who is identified by the institution, technology center, or Central Office as essential to meeting critical needs during an emergency will be designated as Emergency Response Personnel. To the extent possible, each institution and technology center should identify and train these personnel through their process of emergency response planning. When personnel are identified, the local Human Resource Officer should be notified through memo.

Each Human Resource Officer will identify the key personnel necessary to process payroll and maintain continuity of employee benefits for their institution and technology centers. These key personnel must be able to perform their essential functions from a remote location. Each Human Resource Officer will provide a list, with contact information, for these key personnel to the TBR Assistant Vice-Chancellor of Human Resources. Human Resource Officers will be expected to keep this list up-to-date if there are changes in personnel.

#### D. Emergency Leave of Absence

During an Emergency Declaration, any employee who is not designated as Emergency Response Personnel will be placed on Emergency Leave of Absence (ELOA) for the duration of the Emergency Declaration.

#### E. Payroll and Benefits

For the duration of the Emergency Declaration, those employees identified as Emergency Response Personnel will continue to receive regular pay. In addition, Emergency Response Personnel will receive compensatory time for the time spent on duty during the period of emergency.

Employees who are placed on Emergency Leave of Absence, and were scheduled and available to work during the Emergency Declaration, will suffer no loss of pay during the emergency period. Employees placed on ELOA who had requested leave time prior to the Emergency Declaration will be considered to be not available for work during the request period and will be charged for the leave previously requested.

#### F. Sick Leave Bank

During an Emergency Declaration, employees who are members of their local sick leave bank, and who have exhausted all leave time and are in a period of unpaid leave, may be able to request a withdrawal from their local sick leave bank depending upon the availability and approval of the local Sick Leave Bank Trustees. Employees requesting access to the Sick Leave Bank must be able to document, through physician records, a period of illness during their period of unpaid leave. If the Sick Leave Bank Trustees determine that the numbers of hours on deposit are not sufficient to meet the approved requests, they may suspend operation of the sick leave bank until the Emergency Declaration has passed. Sick Leave Bank members may not be assessed for further hours until the Emergency Declaration has been lifted.

Edits:

October 2, 2015

- Appendix A – Updated Contact Information
- Appendix E – Updated of Contact Information
- Appendix G – Updated Vehicles
- Appendix V – Updated Building Contacts

November 1, 2011:

- Appendix A – Updated Emergency Resource Team & Phone Numbers (p.8)
- Appendix J – Added process for Facility Services Building evacuation procedures (p.28)
- Appendix V – Updated Building Contact Telephone Numbers (p.44)