

Nashville State Community College

EMERGENCY PREPAREDNESS PLAN

UPDATED: June 2022

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I.PURPOSE AND EXPECTATIONS OF DEPARTMENTS AND EMPLOYEES

This Emergency Preparedness Plan outlines procedures to improve the protection of lives and property through the effective use of college resources. The plan's purpose is to mitigate the potential effects of the various hazards that might impact NSCC, to prepare for the implementation of measures which will preserve life and minimize damage, to respond effectively to the needs of the campus community during emergencies, and to provide a recovery system to return NSCC and its community to a normal status as soon as possible after such emergencies.

This plan defines the roles and responsibilities associated with the mitigation, preparedness, response, and recovery efforts directed at natural disasters, technological accidents, enemy attacks, and other major events that might impact NSCC. This plan addresses all types of emergency functions at NSCC, except those for which the local, state or federal governments have primary responsibility. The functions provided by the local, state and federal government include the provision of police services, rescue, warning, communications, engineering, hazardous materials abatement, evacuation, emergency welfare services, emergency transportation services, and all other functions related to the protection of the civil population in preparation for and response to an emergency.

A state of emergency may be declared at any time an emergency reaches such proportions that it cannot be handled by routine measures. Two categories of emergencies which may require such a response are:

- A large scale natural or man-made disaster
- A large scale disorders

Such emergencies may include, but not be limited to: tornados, earthquakes, winter storms, fires, infectious diseases, hazardous chemical spills, transportation accidents, explosions, utility outages, civil disturbances, bombs, hostage situations, or terrorist activities. Since emergencies normally occur without warning, procedures are designed to provide sufficient flexibility to accommodate contingencies of assorted types and magnitudes. Responsibilities associated with the preparedness for, response to, and recovery from disasters, enemy attack, sabotage, hostile actions, rioting, mob violence, power failures, energy emergencies and/or their threatened occurrences are addressed as prescribed by Tennessee law.

Senior administrators at NSCC are responsible for ensuring that the college has an institutional emergency preparedness plan to address matters related to preparation for emergencies and response plans in the event of an emergency. The college emergency preparedness plan must be reviewed and revised, as necessary, on at least an annual basis by senior administrators in conjunction with the college emergency response management team. Additionally, aspects of the plan must be tested in annual training exercises and drills.

- 1.) Be familiar with and follow the methodology outlined in the Emergency Preparedness Plan. Know the location of the Plan on the Nashville State Website.
- 2.) Participate in drills and training sessions as required.
- 3.) Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits and tornado shelter areas.

- 4.) Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive, biological, and other hazardous materials.
- 5.) Know where the fire alarm pull stations are located and knows how to turn them on.
- 6.) Know where fire extinguishers are located in your building and how to use them.
- 7.) Know the different alarm sounds and how to respond accordingly.
- 8.) Know where the first aid kits are located in your building.
- 9.) Orient and inform students and visitors of procedures to be followed in case of a building alarm or emergency. Students should have a brief orientation on the first day of class to assure that they are aware that evacuation is required when the fire alarm system is activated and that they know where the nearest exits are located. Students should also be oriented to tornado warning procedures and that they know where the tornado shelter areas are located. Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

II. EMERGENCY DEFINED

The following definitions are provided as guidelines to assist personnel in determining the appropriate response:

- **A. MINOR EMERGENCY:** Any potential or actual incident that does not seriously affect the overall functional capacity of the college. Emergencies in this category will be handled according to the established procedures of those work units responsible for responding to these emergencies. Notifications to senior administrators regarding the incident will be made consistent with the standard protocols of the responding work units.
- **B. MAJOR EMERGENCY:** Any potential or actual incident that substantially disrupts a significant portion of the overall operations of the college. Outside emergency services, as well as major commitment of campus support services, may be required. The college's Police/Security Department working in conjunction with the Metropolitan Nashville Police Department will take immediate action to meet the emergency and safeguard persons and property. Major policy considerations will be required from higher levels of campus authority. The Emergency Preparedness Plan may be activated at the direction of the President, Director of off-campus location, or designee in the event of a major emergency.
- **C. BUILDING EVACUATIONS:** A condition during which a specific building and its occupants are subjected to, or potentially subjected to, special precautions/actions necessary to maintain order and to safeguard college personnel and property. Upon determination that conditions exist which could lead to a state of emergency or have the potential of existing in a single building through events restricted to a building (e.g., bomb threat, equipment malfunction, etc.), the Director of Police/Security Services shall be notified immediately. The Director of Police/Security Services will immediately inform the President or designee. The appropriate administrators shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the building. The Emergency Management Response Team shall be informed as soon as is possible.

- **D. DISASTER:** An event or incident that seriously impairs or halts the operations of the institution. A disaster may result in multiple casualties and severe property damage. A coordinated effort of all campus services will be required. Outside emergency resources will be required. The emergency response plan will be activated by the President or designee.

III. REQUIRED PROCEDURES OF AN INSTITUTIONAL EMERGENCY RESPONSE PLAN

Pursuant to TBR Guideline, all TBR institutions are required to have a written institutional Emergency Preparedness Plan that includes, at a minimum, procedures to address the emergency situations presented in this plan and its Appendices.

1. INITIAL RESPONSE PLAN

The primary responder to emergencies will normally be the campus police/security office. In the case of civil disturbances, hostage situations, bomb threats, explosions, terrorist activity or shooters the local police department will be immediately summoned.

Upon notification and assessment of an emergency situation, the Director of Police/Security Services or designee will:

- A. Ensure that the appropriate alarms have been activated (fire, tornado, radio, or the Emergency Notification System) to alert the campus community of approaching/imminent danger.
- B. Dispatch sufficient staff to the scene to prevent further injuries, attend to injured persons, and restore order and to prevent harm or destruction of College or private property.
- C. Notify the President and the Vice President for Business and Finance of the emergency/disaster.
- D. Notify city and county emergency personnel as needed.

2. DECLARATION OF EMERGENCY AND ACTIVATION OF EMERGENCY PREPAREDNESS PLAN

The President of the college or designee is authorized to declare an emergency and activate the Emergency Preparedness Plan.

Upon activation of the Emergency Preparedness Plan during a major emergency, building emergency or disaster, the Emergency Response Management Team (ERMT) will be activated. The ERMT team consists of the following personnel:

- President
- VP of Academic Affairs & Workforce Development
- Vice President Business and Finance
- Vice President Student Affairs and Enrollment Management
- Associate Vice President Student Affairs
- Associate Vice President Extended Campuses and High School Initiatives
- Associate Vice President of Communications and Marketing
- Director of Police/Security Services
- Chief of Police
- Executive Director Facilities Management
- Chief Information Officer

In the event of an emergency, the affected campus Director will notify the President’s office that a meeting of the emergency management team is requested. The President, upon review of the circumstances, will approve the calling of the meeting and instruct the Administrative Assistant to the President to notify all team members. In the absence of the Administrative Assistant to the President, the Administrative Secretary to the Vice President of Business and Finance will perform this function.

If the Emergency Preparedness Plan is activated by any person other than the President, or Director of the off-campus location, then the person activating the plan will assume the authority of the President, or Director of the off-campus location until the arrival of the President or Director of an off-campus location.

In the event of the absence of the President the line of authority is:

- 1.) Vice President Business and Finance
- 2.) Vice President Academic Affairs and Workforce Development

In the event of the absence of the President the lines of authority for the off campus centers are as follows:

Humphreys County:

- 1.) Director
- 2.) Associate Vice President Extended Campuses

Dickson:

- 1.) Director
- 2.) Associate Vice President for Extended Campuses

Southeast Center:

- 1.) Director
- 2.) Associate Vice President Extended Campuses

Clarksville:

- 1.) Director
- 2.) Associate Vice President Extended Campuses

East Davidson:

- 1.) Director
- 2.) Associate Vice President Extended Campuses

North Davidson:

- 1.) Director
- 2.) Associate Vice President Extended Campuses

3. EMERGENCY OPERATIONS CENTER

For the main campus E-14 will serve as the Emergency Operations Center (EOC). The alternate EOC location will be W-39 in the Weld Building. Should the primary and secondary locations be destroyed or not available, the EOC will be located in the Maintenance Office E-16. The President is in charge of the operation of the EOC.

For the Southeast Campus office 1337 will serve at the main EOC. The alternate location will be office 1122. The director is in charge of the operation of the EOC.

For the Humphreys County Higher Education Center, the EOC location will be the Community Access Room. The alternate location will be the Learning Resource Center. The director is in charge of the operation of the EOC.

For the Dickson County Higher Education Center, the EOC location will be room DK-B03. The alternated location will be room 401. The director is in charge of the operation of the EOC.

For the Clarksville Campus the EOC location will be the Bursars Office Room 152. The director is in charge of the operation of the EOC.

For the East Davidson Campus, the EOC location will be Office 18. The director is in charge of the operation of the EOC.

For the North Davidson Campus, the EOC location will be The Community Rooms. The director is in charge of the EOC.

Members of the Emergency Response Management Team and others as designated by the President or Director should be present in the EOC during emergencies, to the extent practicable.

All activities pertaining to the emergency, such as requests for personnel, equipment, and supplies will be monitored and coordinated from the EOC to ensure a coordinated effort and to insure the best use of the resources needed to handle the emergency situation.

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

When necessary, the Director of Police Services, Facilities Director, or Director of the off-campus site will establish and manage a command post near the scene of the emergency. The command post may be inside a building or at an outside location dependent upon the circumstances 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.

Upper level managers and directors from the institution whose personnel are directly involved in the emergency response will report to the command post, as will commanders from responding agencies external to the institution. Operational decisions relative to the emergency response will be coordinated from the command post. Command posts in the vicinity of the emergency will direct specific functions (e.g., evacuations, public safety, medical services, etc.). The command post will maintain contact with the EOC for purposes of instruction, status reports, and requests for support.

5. EMERGENCY RESPONSE MANAGEMENT TEAM (ERMT)

The Emergency Response Management Team serves in a support role to the President or Director during an emergency. The ERMT team consists of the following personnel:

- President/Director
- Vice President of Academic Affairs and Workforce Development
- Vice President of Business and Finance
- Vice President of Student Affairs & Enrollment Management
- Associate Vice President of Extended Campuses and High Schools Initiatives
- Associate Vice President of Communications and Marketing
- Associate Vice President for Student Affairs
- Director of Police/Security Services
- Chief of Police
- Executive Director of Facilities Management
- Chief Information Officer

Appendix A lists the responsibilities of ERMT personnel.

Appendix B lists contact information for all ERMT personnel.

6. EVACUATIONS AND RELOCATIONS

The decision to evacuate an area will be made by the appropriate administrator in consultation with the President or Director and ERMT when it is practicable to consult with the ERMT. The designated administrator may unilaterally determine that an evacuation is necessary in the absence of the ERMT and issue an evacuation order. Notification of evacuation may be accomplished by phone, radio, siren, or by personal contacts.

While campus police/security or local law enforcement personnel have primary responsibility, institutional employees such as Facilities Management employees may need to assist in the effort. During the evacuation process the persons being evacuated should be advised of the location to report after the evacuation. If the evacuation requires transportation of members of the campus community or visitors, campus fleet vehicles will be used, with drivers assigned from the security and facilities management departments. The Police/Security Department is responsible for identifying routes of egress/ingress. The Police/Security Department should ensure that those routes are open for purposes of evacuation and emergency vehicle response.

Evacuation routes and assembly points are posted in every classroom and near exits.

At the beginning of each semester, faculty should instruct students as to the location of the emergency evacuation route for their particular room or area and designate an assembly point outside of the building.

7. SHELTERS

Nashville State does not have residence halls on campus. Campus shelter locations are short term only and are the designated tornado safe areas detailed in Appendix L. After an emergency incident the Executive Director of Facilities Management or Director of Police/Security Services, will inspect these locations to determine their suitability for shelter purposes. If none of these locations are appropriate due to damage caused by the emergency conditions, campus community members will be directed to locations not damaged by the event until they are able to exit the campus.

Procedures for a “Shelter in Place” or “Lock Down” are in Appendix D.

8. NEWS MEDIA

The Associate Vice President of Communications and Marketing will be responsible for coordinating the College’s response to news media inquiries at all times, including emergency situations. No college employee, other than employees of Communications Department, should release information to news media representatives, unless instructed to do so. All news media requests should be directed to the Associate Vice President of Communications and Marketing, the Executive Assistant to the President, or the EOC.

The news media procedures must designate a location for press conferences during emergency incidents. The procedure must include provisions regarding a process through which the institution’s Public Affairs / Media Office will notify the TBR Public Relations Office of published press releases related to the emergency situation.

News media personnel should not be allowed into secure areas without an appropriate escort.

Appendix E lists institutional / local media contacts and information regarding the release of student and employee records.

9. VOLUNTEER MANAGEMENT

Volunteers should be directed to the EOC or a central location manned by the Administrative Secretaries for registration and assignment. During the registration process 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 or 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. Volunteers will be assigned to a supervisor involved in the emergency response.

Appendix F is a model Volunteer Statement / Understanding of Agreement (e.g., Volunteer Registration Form) that may be executed by institutions to register volunteers during an emergency response period.

10. PURCHASING GUIDELINES

All emergency purchases will be handled in the shortest possible time frames. To the greatest extent possible, college employees will make purchases using procurement cards. For those purchases which cannot be made by use of procurement cards, Bursars Office 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 EOC and the original purchase documents will be handled consistent with institutional purchasing guidelines.

11. TRANSPORTATION SERVICES

The police/security department will be responsible for providing vehicles for evacuations and other emergency related activities. Distribution of vehicles will be made in such a manner as to maintain accountability while being responsive to the emergency needs of the college. Facilities Management or appropriate personnel should be prepared to experience an increase in emergency maintenance to institutional vehicles, to include minor off-site repairs related to such problems as flat tires, dead batteries, etc.

Appendix G is a template to outline the type and number of institutional vehicles on campus.

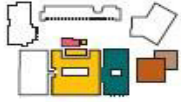
12. LINES OF COMMUNICATION

Generally, the primary means of communications during an emergency are telephones, cell phones, and two-way radios. If the institutional phone system has been rendered inoperable, or if the emergency incident is a bomb threat, then the EOC, ERMT, and other necessary personnel will use cell phones and radios. Radios will be the primary communications medium if landline phones and cell phones are inoperable. In the event that phones, cell phones, and radios, become inoperable, consideration will be given to the use of “runners” to transmit messages.

Appendix H is a template to outline the type and location of two-way radios at the institution.

13. DOCUMENTATION OF ACTIVITIES

Each department/office will 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 the assignments of personnel, and the work performed by each work unit, and other resources expended in response to the emergency.



A, W, D, & E Buildings Evacuation & Safe Areas

Evacuation

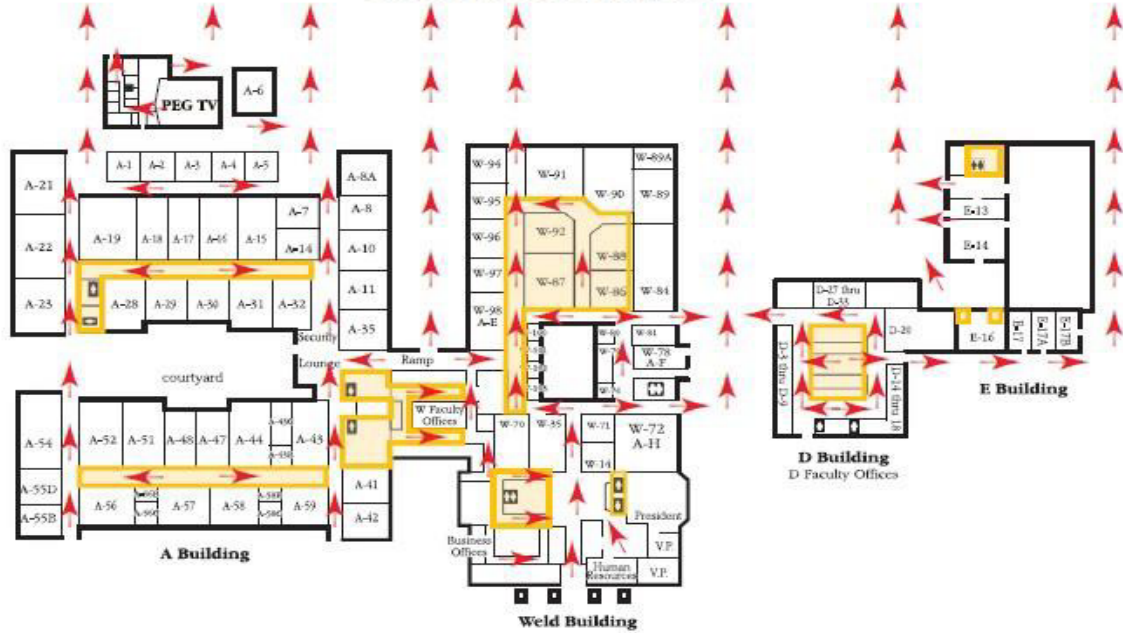
➔ Follow arrows to nearest exit.

Safe Areas

Take shelter in the space within the yellow blocked area.



Exit to Back Parking Lot



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Student Services Center Evacuation & Safe Areas

Evacuation

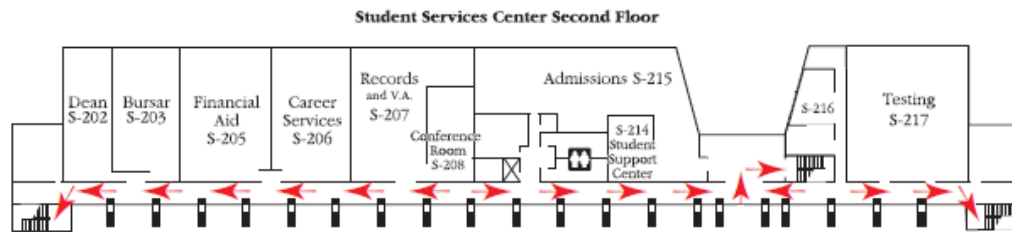
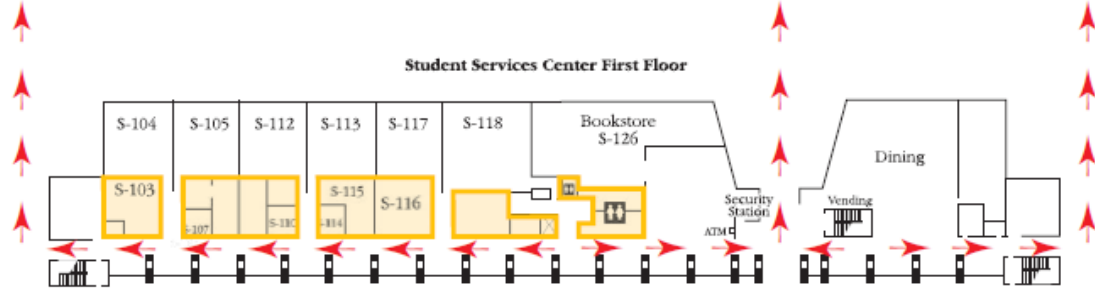
→ Follow arrows to nearest exit.

Safe Areas

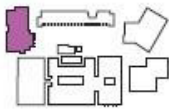
Take shelter in the space within the yellow blocked area.



Exit to Back Parking Lot



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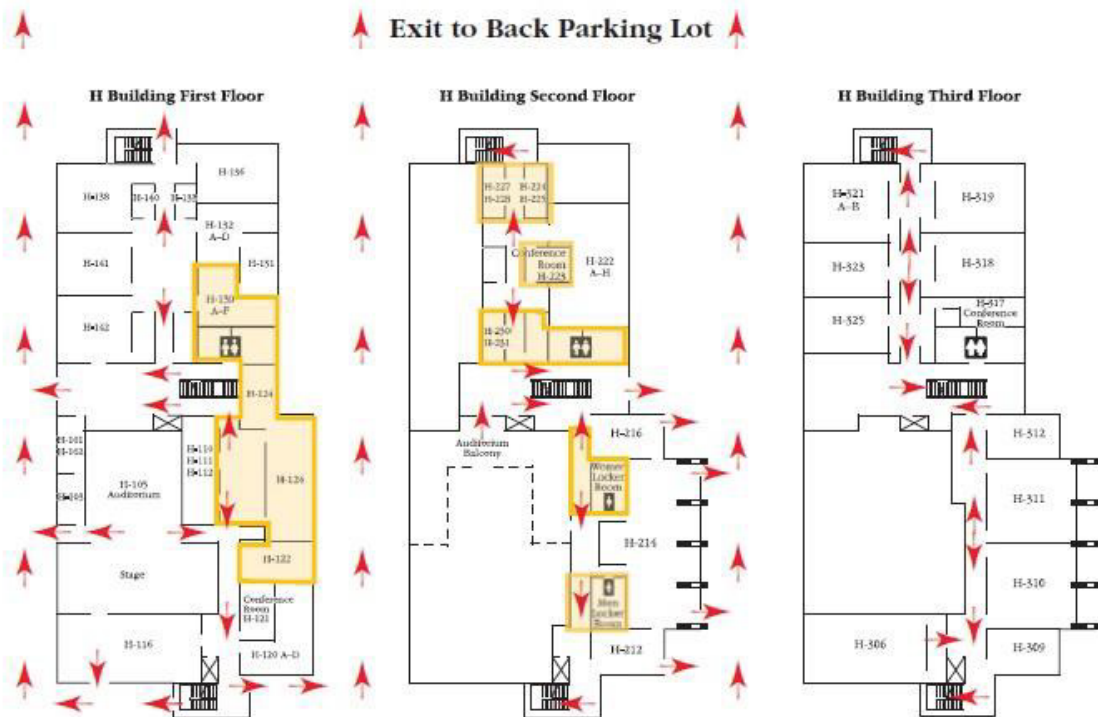
H Building Evacuation & Safe Areas

Evacuation

→ Follow arrows to nearest exit.

Safe Areas

Take shelter in the space within the yellow blocked area.



MSU 11110002 is a 70% disability, 40% hearing, 10% vision, 10% speech, 10% mobility, 10% cognitive, 10% physical, 10% social, 10% emotional, 10% psychological, 10% educational, 10% environmental, 10% cultural, 10% linguistic, 10% racial, 10% ethnic, 10% gender, 10% sexual, 10% age, 10% disability, 10% other. MSU 11110002 is a 70% disability, 40% hearing, 10% vision, 10% speech, 10% mobility, 10% cognitive, 10% physical, 10% social, 10% emotional, 10% psychological, 10% educational, 10% environmental, 10% cultural, 10% linguistic, 10% racial, 10% ethnic, 10% gender, 10% sexual, 10% age, 10% disability, 10% other. MSU 11110002 is a 70% disability, 40% hearing, 10% vision, 10% speech, 10% mobility, 10% cognitive, 10% physical, 10% social, 10% emotional, 10% psychological, 10% educational, 10% environmental, 10% cultural, 10% linguistic, 10% racial, 10% ethnic, 10% gender, 10% sexual, 10% age, 10% disability, 10% other.

CLARKSVILLE CAMPUS

Nashville State Community College

Clarksville Campus Map — First Floor

Evacuation →

Follow arrows to nearest exit.

Safe Areas

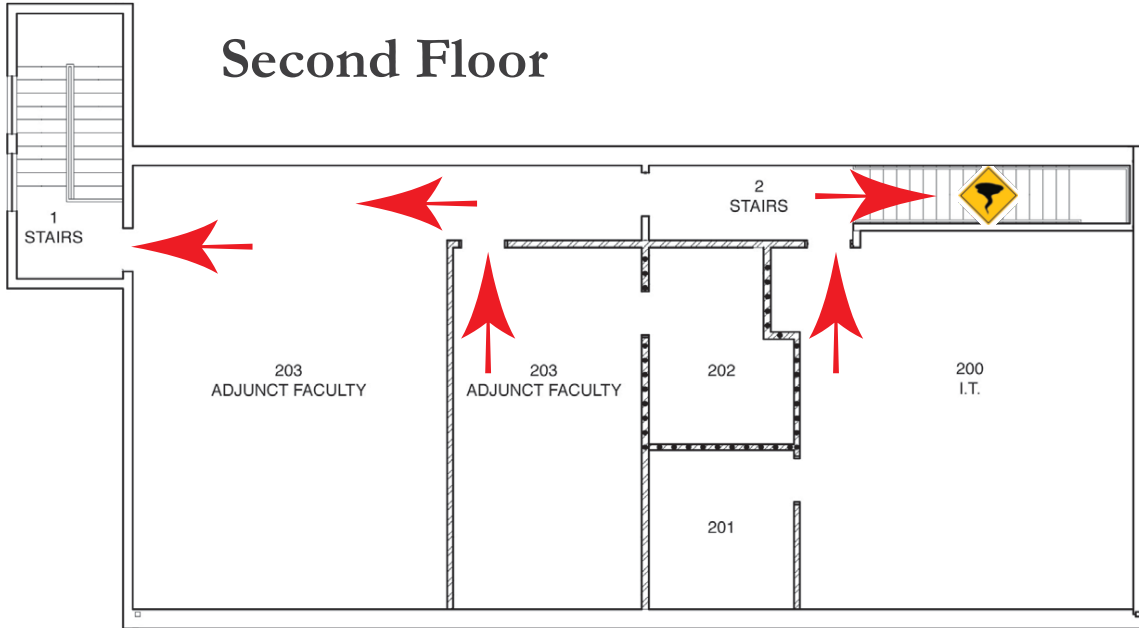
Take shelter in the space within the yellow blocked area.



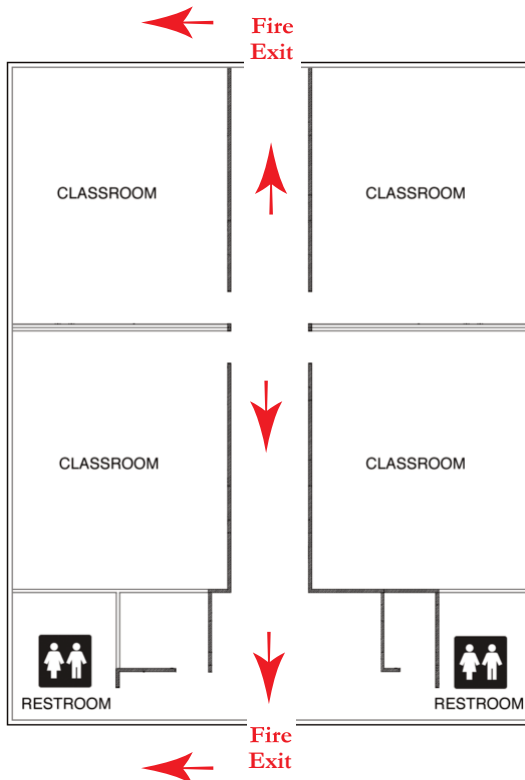
First Floor

CLARKSVILLE CAMPUS
Nashville State Community College

Clarksville Campus Map



Modular Building

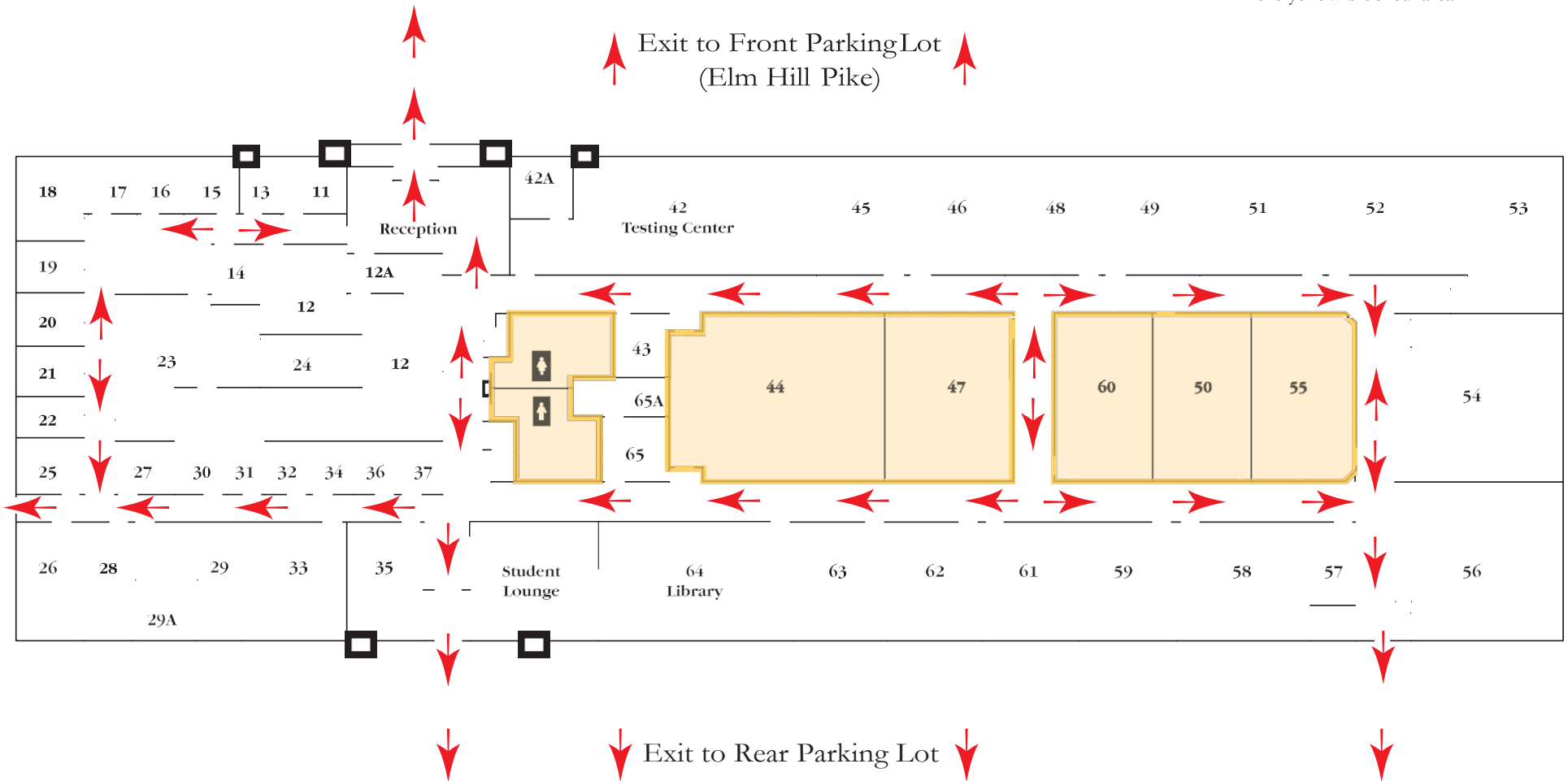


Evacuation →


Follow arrows to nearest exit.

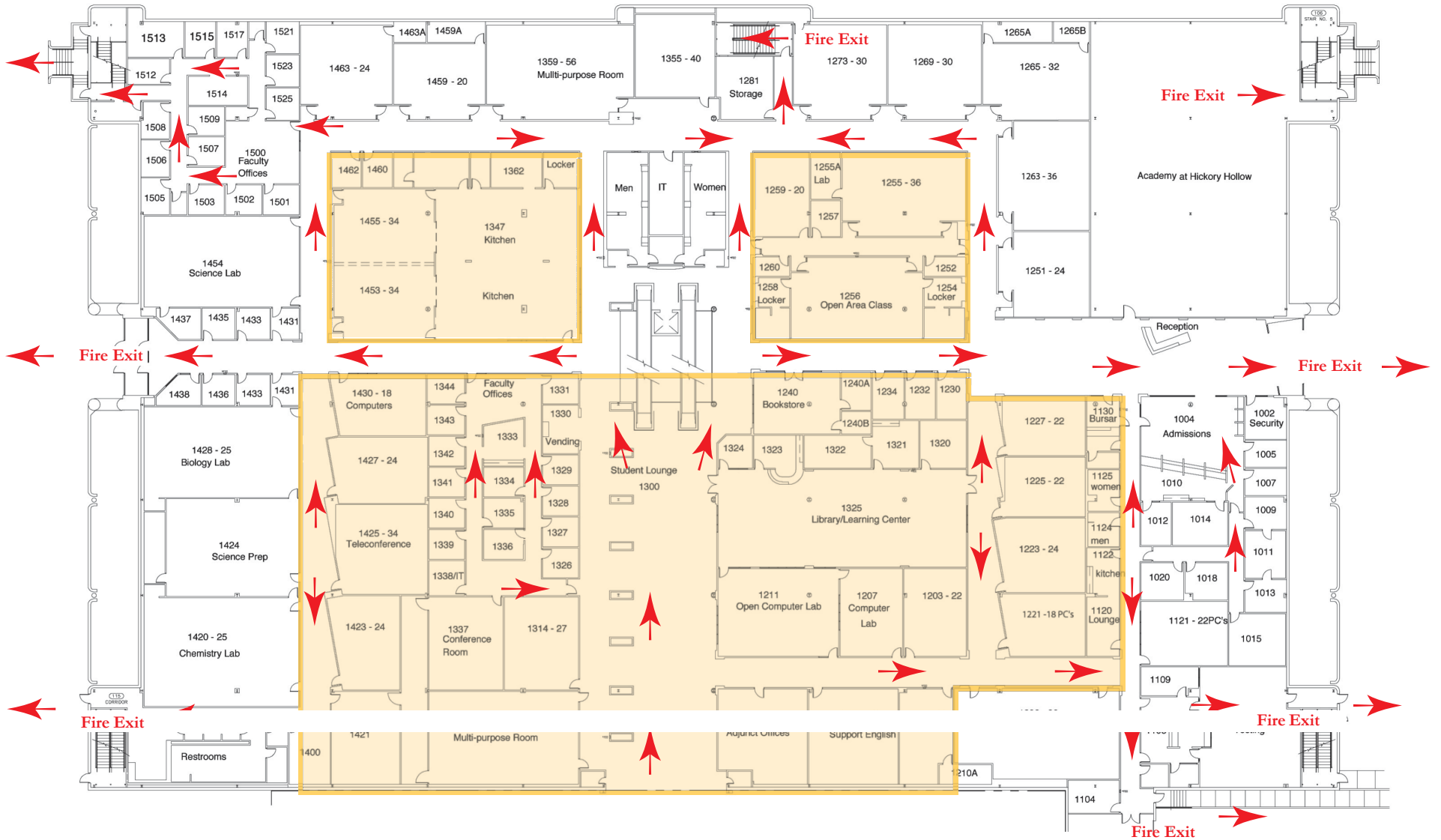
Safe Areas

Take shelter in the space within the yellow blocked area.



Evacuation →
Follow arrows to nearest exit.

Safe Areas 
Take shelter in the space within the yellow blocked area.



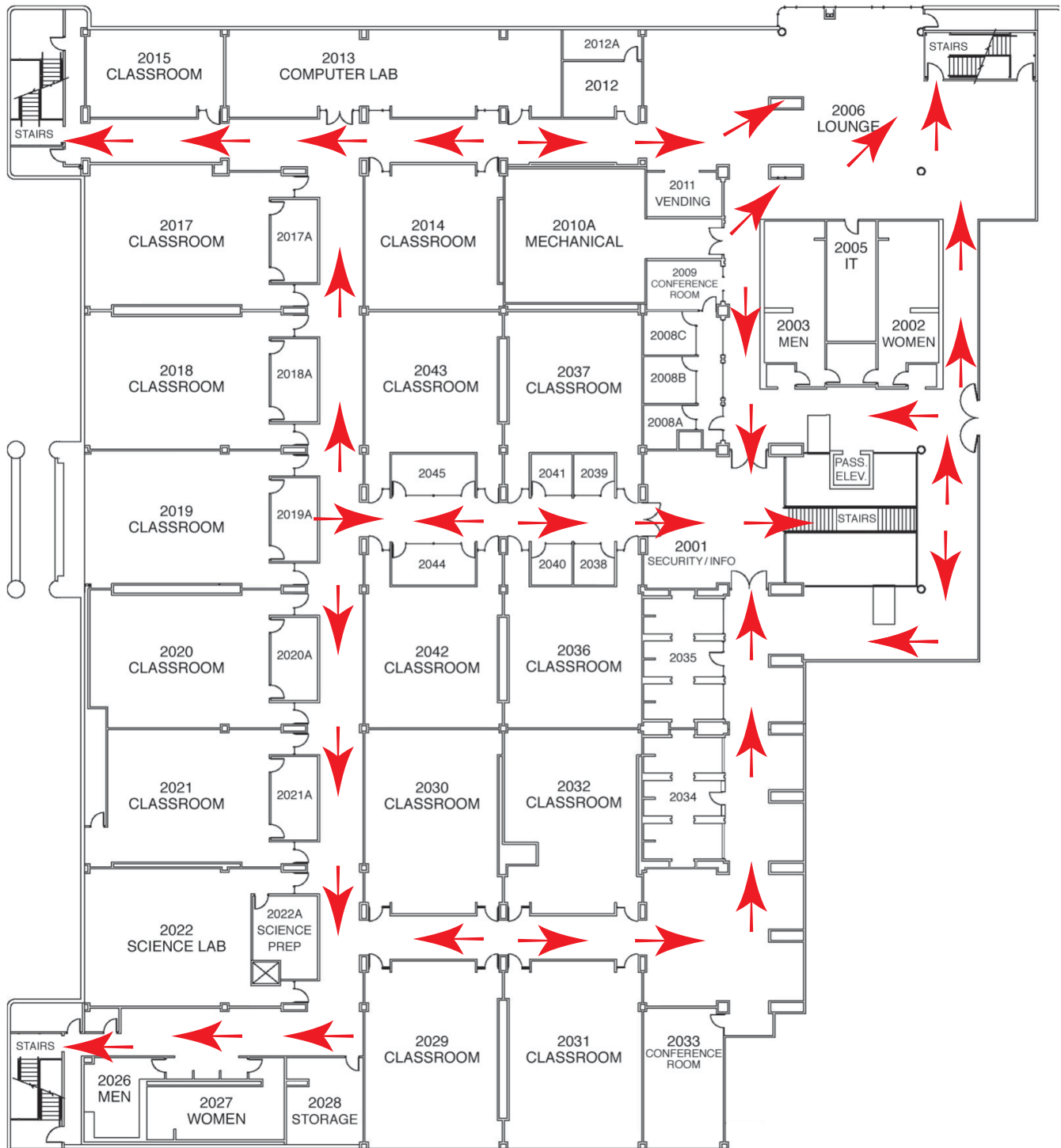
Nashville State

SOUTHEAST CAMPUS

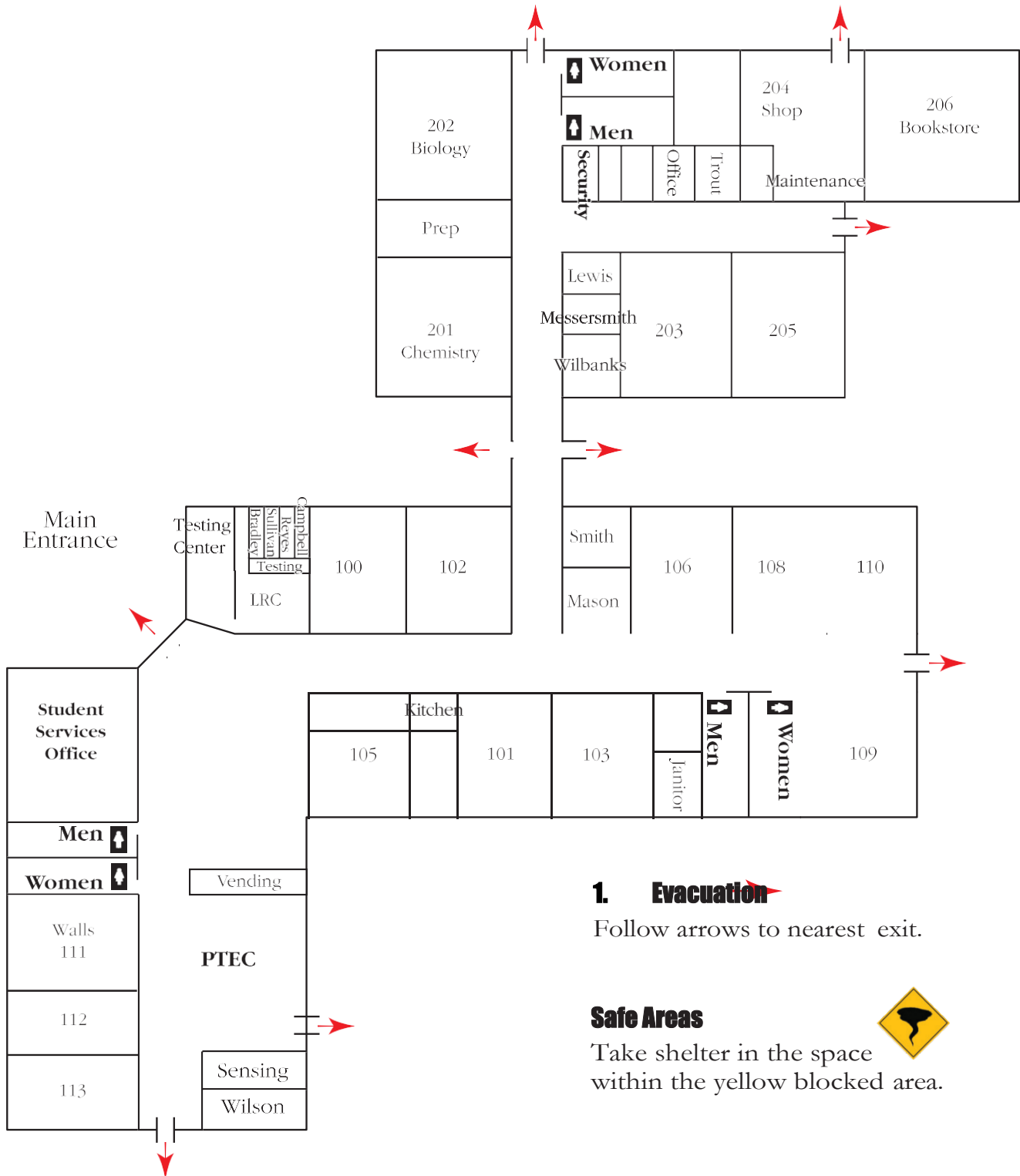
Southeast Campus Map — Second Floor

Evacuation →

Follow arrows to nearest exit.



Humphreys County Campus Map



1. Evacuation
Follow arrows to nearest exit.

Safe Areas
Take shelter in the space within the yellow blocked area.



15. DISTRESSED, DISTURBED, DISRUPTIVE & DANGEROUS STUDENTS: STUDENT ASSISTANCE COORDINATING COMMITTEE (THREAT ASSESSMENT TEAM)

NSCC CARE TEAM

The Student Assistance Coordinating Committee will meet regularly to evaluate the needs and provide necessary assistance to students who are identified as distressed, disturbed, disruptive, and/or dangerous.

The Student Assistance Coordinating Committee consists of the following positions:

- Associate Vice President for Student Affairs
- Director, Access Center
- Dean of Social and Behavioral Sciences
- Director of Police/Security Services

Appendix I is a document that addresses institutional management of student behavior matters, including release of student records; student misconduct reports / methods to report students of concern; and student civility codes.

16. DISTRESSED, DISTURBED, DISRUPTIVE & DANGEROUS STUDENTS: FACULTY & STAFF TRAINING

Students may exhibit behaviors that were once considered just immature, but now require us to consider the potential seriousness or possible threat of the speech or action. Faculty and designated staff will receive training regarding the identification and management of distressed, disturbed, disruptive or dangerous students.

17. MAINTENANCE OF EMERGENCY PREPAREDNESS PLAN

Electronic and/or hard copies of the Emergency Preparedness Plan will be maintained by all members of the Emergency Response Management Team and department/office heads who will have significant roles in responding to emergencies. The plan will also be maintained in the police/security and facilities management office. An electronic copy of the plan will be maintained in a manner that will permit access during an emergency (e.g., Acrobat Adobe copy on diskette or memory stick, password protected web site, etc.).

Department/office heads should establish appropriate procedures within their

work units to facilitate plan implementation.

On an annual basis the President, Director or designee, in consultation with the ERMT will review the plan and update/modify the plan as necessary.

18.EMERGENCY RESPONSE PLAN TRAINING

Members of the ERMT and department/office heads will ensure that they and members of their staff are knowledgeable concerning the contents of the Emergency Preparedness Plan. All employees must have knowledge of the contents and procedures of the college's plan. On a periodic basis different aspect of the plan will be tested, either through simulated exercises or in-service training, as appropriate. Training should be conducted at minimum on an annual basis by supervisors within their own work units or by a Safety Officer. A Safety Committee / Risk Management Committee may be established to assist in these training exercises as necessary.

Periodically, the Director of Police/Security Services will arrange in-services on emergency response topics provided by local law enforcement and TEMA.

APPENDIX A

EMRT ADMINISTRATORS SPECIFIC RESPONSIBILITIES

This is a list of responsibilities that an institution may designate to the administrators in the following positions:

PRESIDENT / DIRECTOR

1. Activate the Emergency Response Plan and designate an on-scene commander
2. Be responsible for the overall operation and management of the Emergency Response Plan
3. Move to the EOC and manage the Emergency Team and necessary support personnel
4. Notify the Tennessee Board of Regents System Office and other state, local, and federal offices as necessary
5. Contact for National Guard support will be obtained via a request to the Governor through the Chancellor
6. Maintain contacts with TBR Central Office, city, county, state and federal officials
7. De-activate the plan when appropriate

VICE PRESIDENT OF ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT

1. Acquisition of needed scientific expertise from institutional faculty
2. Decide if classes will be suspended or canceled
3. Coordinate the relocation of classes
4. Ensure the integrity of academic records to the greatest extent possible
5. Facilitate support of employees, and families of employees, who are casualties as a result of the emergency
6. Other duties as assigned by the President / Director

VICE PRESIDENT OF BUSINESS AND FINANCE

1. Provide assistance in activation of the Emergency Response Plan and ensure that key personnel are notified
2. Ensure that the appropriate affected individuals have been contacted and advised of current events
3. Acquisition of resources from outside the Institution
4. Facilitate and track emergency related external expenditures
5. Assist appropriate personnel in making risk assessments
6. Coordinate the preparation of the College's damage assessment report

VICE PRESIDENT OF STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

1. Coordinate the delivery of psychological attention to trauma victims
2. Establish an information system for inquiries concerning the well-being of members of students
3. Manage the establishment of an information system in a central location in conjunction with Technical Services and Public Relations to deal with inquiries regarding the well-being of the members of the institutional community
4. Other duties as assigned by the President / Director

EXECUTIVE DIRECTOR FOR FOUNDATION

1. Coordinate donations in conjunction with the Development office
2. Other duties as assigned by the President / Director

ASSOCIATE VICE PRESIDENT OF EXTENDED CAMPUSES

1. Maintain a close working liaison with Vice President of Academic Affairs and the Executive Director of Facilities Management for off-campus operations in order to facilitate all emergency support efforts
2. Other duties as assigned by the President / Director

ASSOCIATE VICE PRESIDENT OF COMMUNICATIONS AND MARKETING

1. Establish a media staging area
2. Schedule the time and location of media briefings
3. Schedule media tours
4. Prepare press releases for approval by the President / Director or TBR Central Office
5. Keep the EMT advised of press inquiries
6. Maintain liaison with news media sources
7. Verify and/or issue media credentials

ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS

1. Maintain a close working liaison with Vice President of Student Affairs and Enrollment Management in order to facilitate emergency support efforts
2. Identify, prepare and operate an emergency reception center for students to collect and answer queries concerning safety and needed assistance
3. Coordinate activities related to providing food services to the Institutional community
4. Assist in determining status of students
5. Other duties as assigned by the President / Director

DIRECTOR OF POLICE/SECURITY SERVICES & CHIEF OF POLICE

1. Identify personnel for support positions in EOC
2. Maintain a log of actions taken by EOC
3. Maintain a log of communications to / from the EOC

4. Maintain a log of external resources used (e.g., local law enforcement, TEMA, Red Cross etc.)
5. Be the primary liaison with the local law enforcement department / local emergency management office
6. Make recommendations concerning areas requiring evacuations and initiate evacuations, as necessary
7. Provide technical assistance pertaining to chemical, biological, and physical hazards
8. Make notifications for activation and implementation of ERP
9. Take immediate action to care for injured persons/establish triage area.
10. Transport medical supplies (e.g., basic first aid material, nebulizer, crutches, splints, medications, stethoscopes, blood pressure cuffs, and suture supplies) to the triage areas, if injured persons are not taken to the hospital
11. Coordinate with off-campus medical personnel to staff major triage areas
12. Take immediate action to reduce the threat of potential casualties and property damage
13. Provide security to emergency area, evacuation routes, and ingress routes
14. Survey emergency area for damages and injuries in order to request additional internal and external support required
15. Establish a command post in the vicinity of the emergency
16. Control criminal activity
17. Serve as the initial commander of the command post
18. Maintain communications with the EOC

EXECUTIVE DIRECTOR OF FACILITIES MANAGEMENT

1. Render the emergency area safe from utility and physical hazards
2. Provide vehicles and operators necessary for evacuations
3. Provide personnel for maintenance of shelter areas
4. Inspect buildings for signs of structural defects
5. Exercise operational control of outside contractors and utility providers utilized to perform work on campus
6. Provide equipment and personnel as needed for extraction of injured persons
7. Perform clean-up responsibilities at the site of the emergency
8. Provide personnel to assist in traffic control
9. Serve as commander of command post when necessary
10. Ensure that utilities are available for EOC and other essential functions
11. Maintain communications with the EOC

CHIEF INFORMATION OFFICER

1. Establish and maintain telecommunication services, with priority to telephones and computer services for police communications and the EOC
2. Maintain communications and coordination with off-campus service providers
3. Once police and EOC communications have been established provide telephone lines and instruments required to support other emergency operations

4. Activate appropriate disaster recovery programs for computers, telecommunications and network infrastructure

APPENDIX B

KEY PERSONNEL EMAIL ADDRESSES

| Position Title / Name | Email |
|--|------------------------------|
| Dr. Shanna Jackson President | shanna.jackson@nscs.edu |
| Dr. Carol Rothstein Vice President of Academic Affairs & Workforce Development | carol.rothstein@nscs.edu |
| Jennifer Rector Vice President of Business and Finance | jennifer.rector@nscs.edu |
| Carol Martin-Osorio VP of Student Affairs & Enrollment Management | carol.martin-osorio@nscs.edu |
| Julie Williams AVP for Student Affairs | julie.williams@nscs.edu |
| Kim Silverman AVP for Extended Campuses | kim.silverman@nscs.edu |
| Derrek Sheucraft Director of Police/Security Services | derrek.sheucraft@nscs.edu |
| Vacant Executive Director of Foundation | |
| Tom Hayden AVP of Communications & Marketing | thomas.hayden@nscs.edu |
| Vacant Chief of Police | |
| Chief Information Officer | Charvis.Rand@nscs.edu |

| | |
|--|---------------------------------|
| Christopher Saunders Executive Director of Facilities Management | chris.saunders@nscc.edu |
| Jamica Hines Director of Southeast | jamica.hines@nscc.edu |
| Matthew Mclean Director of Dickson | matthew.mclean@nscc.edu |
| Kathleen Akers Director of Clarksville | kathleen.akers@nscc.edu |
| Jamica Hines Director of East Davidson | jamica.hines@nscc.edu |
| Kim Zills Director of Humphreys County | kim.zills@nscc.edu |
| Kimberly Malone-Haddox Director of North Davidson | kimberly.malone-haddox@nscc.edu |

APPENDIX C

GENERAL EVACUATION PROCEDURES

1. Building Evacuation

All building evacuations will occur when a message alarm sounds (i.e. May I have your attention please! An emergency has been reported in the building. While this is being verified, please leave the building and report to the designated assembly area for your group) and/or upon notification by institutional personnel.

When the building evacuation alarm is activated during an emergency, those present are to leave by the emergency evacuation route for the area in which they are located. If the exit is blocked, use the nearest marked exit and alert others to do the same.

- Do not use the elevators in case of fire and/or potential power loss.
- Persons with disabilities should be given necessary assistance to evacuate.

Once outside, proceed to a clear area that is at least 1000 feet away from affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

DO NOT RETURN to an evacuated building unless instructed to do so by institutional personnel or law enforcement. Building re-entry will occur when the message of: May I have your attention please! The building emergency has ended. An all clear has been given. Please resume normal activities.

APPENDIX D

SHELTER-IN-PLACE / LOCKDOWN PROCEDURES

There are a number of emergency situations where an evacuation of a building, and/or classroom is not advisable. Examples of these are:

- Hostile intruder
- Hazardous material release
- Terrorist attack etc.

In such instances, the college will use established Lock Down procedures.

A.) Communications

The individual making the discovery of an emergency situation or receiving a report of such should immediately contact the Police/Security Department at 3273 or (615) 353-3273. If the Police/Security Department is unavailable and there is danger to life, then the Metropolitan Nashville Police Department should be contacted at 911. Provide as much information as possible about the situation.

If Shelter-in-Place is required, the message alarm system will signal: “May I have your attention please! A lockdown emergency has been issued for campus. Please remain in your classroom or office areas. If you are not presently in a classroom or office please proceed to the nearest one immediately.” You will be notified when the areas are clear. Fire alarms **should not** be pulled / activated.

B.) Procedures

- **Close and lock** classroom and other doors.
- Close windows and window treatments. (e.g. blinds or curtains) **Do not stand in front of the window if possible.**
- Remain quiet and do not enter hallways.
- Stay away from doors and windows.

- Those in hallways should seek shelter in the nearest classroom or office.
- Those in outdoor areas should immediately take cover in the closest building.

If the fire alarm is sounded 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

Key Media Contacts

The following media outlets consistently cover the institution and represent a core media group that generally will be contacted in a crisis. This list is subject to revision.

1. PRINT MEDIA CONTACTS

| | | |
|--|----------------------------|-----------------------------|
| Tennessean - Local news | (615) 259-8095 | All campuses |
| Dickson - Dickson Herald | (615) 446-2811 | Dickson |
| Dickson Shopper | (615) 446-5184 | Dickson |
| Dickson Post | (615) 375-8373 | Dickson |
| Cheatham County - Ashland City Times | (615) 792-4230 | Nashville |
| Montgomery County - Leaf Chronicle | (931) 552-1808 | Clarksville |
| Montgomery County – Clarksville Now | (931) 648-7720 | Clarksville |
| Montgomery County – Clarksville Online | (931) 249-3184 | Clarksville |
| Nashville Scene | (615) 244-7989 ext. 346 | Nashville |
| The News-Democrat Waverly | (931) 296-2426 | Waverly |
| Hickman County Times | (931) 729-4282 | Nashville, Dickson, Waverly |

TELEVISION MEDIA CONTACTS

| | | |
|---------------------------------|----------------|--------------|
| Channel 5: Newsroom & News Tips | (615) 248-5250 | All campuses |
| Channel 4: Newsroom | (615) 353-2231 | All campuses |
| Channel 4: Front Desk | (615) 353-4444 | All campuses |
| Channel 2: News & Info Line | (615) 369-7236 | All campuses |
| Fox17: Main Phone | (615) 259-5617 | All campuses |
| Fox17: Newsroom Phone | (615) 369-1717 | All campuses |

RADIO MEDIA CONTACTS

| | | |
|---|---|-----------|
| WJXA FM Mix 92.9 | (615) 259-0929 | Nashville |
| (iHeart Radio) 107.5 the River, WSIX-The Big 98, The Beat WUBT-FM 101.1, The Rock 105.9 | (615) 664-2400 | Nashville |
| WKDF 103.3 & WQQK 92.1 | (615) 321-1067 | Nashville |
| Jack FM 96.3 | (615) 259-4567 | Nashville |
| WLAC – News Radio 1510 Newsroom | (615) 256-6397 or (615) 744-4743 - Traffic | Nashville |
| Super Talk 99.7 WTN | (615) 737-8477 | Nashville |
| 100.1 FM Lightning 100 | (615) 242-5600 or (615) 777-5100 | Nashville |
| WSM 650 | (615) 321-1067 | Nashville |
| WPLN - Nashville Public Radio – News Release | (615) 760-2030 | Nashville |
| WDKN | 615-446-4000 | Dickson |

2. Dissemination of PUBLIC ALERT NOTICE information

Public alert information systems consist of e-mail notifications, campus electronic message boards, web site notices and RAVE alerts. In order to insure consistent communication, all messages via the public alert information systems pertaining to the emergency will be approved by the Associate Vice President of Communication and Marketing prior to transmission.

3. Types of Information Available:

I. Student Information

Student-related information and records are generally protected from public release by federal law. *The Family Educational Rights and Privacy Act (FERPA)* limits an institution's unilateral release of student information to 'directory information' (e.g. name, address, telephone number, date and place of birth, honors and awards, and dates of attendance) as that term is defined by

FERPA and by the institution. Therefore, the release of student-related information and records to third parties is limited to instances in which the student provides written authorization of the release; the information is 'directory information', the student did not elect to opt-out of release such information or when a FERPA exception, such as the release of information to protect the safety and health of the student or others, is applicable.

In Tennessee, the Incident or Offense report for a crime that is created and maintained by a Law Enforcement unit (Police/Security Department at NSCC) is available for unilateral release by the institution to third parties, including media. This report does not have to be released to media outside of the state (e.g. to persons not citizens of Tennessee). Information about an investigation cannot be released until the investigation is completed. Every effort will be made to cooperate with Law Enforcement officials and members of the news media. When appropriate, members of the news media will be directed to the investigating law enforcement agency for additional information.

All requests for student's education records / information must be directed to the Admissions and Records Office. Individual departments and employees are not authorized to release education records.

II. Employee Information

Limited information regarding employees is available through the Office of Human Resources. Any Tennessee citizen may obtain certain personnel information and records by presenting a valid Tennessee driver's license. All requests for personnel records must be directed to the Office of Human Resources. Individual departments and employees are not authorized to release personnel records.

APPENDIX F

VOLUNTEER REGISTRATION FORM

**VOLUNTEER STATEMENT OF UNDERSTANDING / AGREEMENT
BETWEEN**

Nashville State Community College

AND

Volunteer's Name

1. The volunteer understands that he/she is **not** to be considered an employee, agent or independent contractor employed by the 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 Tennessee law (*Tennessee Code Annotated § 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. For actions taken in the course of performing volunteer services, which are neither willful, malicious, nor criminal, or acts or omissions done for personal gain, an authorized volunteer is immune from suit in the same manner 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 TN 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 or the director of the off campus location.
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, sexual orientation or national origin in the execution or performance of this Agreement.
7. Nashville 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, the President of the College or the director of the off campus location.

ACKNOWLEDGEMENT

I, _____ (name of volunteer), SSN----- _____, 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 Nashville State Community College. This agreement is effective from _____ (date) through _____ (date).

Signature of Volunteer: _____

Date: ____ / ____ / _____

Recommendation of Approval of Statement of Understanding/Agreement:

Admin. Supervisor of Volunteer: _____

Date: _____

Approval of Statement of Understanding/Agreement:

President / Director: _____

Date: _____

Copies to: Office of Human Resources

Volunteer Division/Department File

APPENDIX G

INSTITUTIONAL VEHICLES

At any given time, many of these vehicles are being used for institutional travel. Therefore, all vehicles may not be present on campus at the time of a disaster. These vehicles are maintained at 120 White Bridge Road and can be used to move supplies or personnel during an emergency as needed.

| NUMBER OF VEHICLES | TYPE OF VEHICLE |
|--------------------|---|
| 02 | Main Campus Police Vehicles - Marked |
| 02 | Main Campus Security Vehicles - Marked |
| 02 | Main Campus Mid-sized Passenger Cars |
| 04 | Main Campus Half-ton Pick-up Trucks |
| 01 | SEC Security Vehicles - Marked |
| 01 | North Campus Police Vehicle - Marked |
| 01 | Waverly Campus Security Vehicles - Marked |

FUEL STORAGE TANKS

- The college does not have fuel storage tanks. Gasoline is obtained using the Fuelman card.
- Gas cans for Golf Carts.

APPENDIX H

LOG OF CAMPUS RADIOS / COMMUNICATION DEVICES

In the event of a disaster, communication will become a priority. Landline and cellular telephone service could be disrupted, or non-existent, for an undetermined duration. In addition to and as a back-up to the telephone service, some institutional offices should have hand-held two-way radios and/or satellite telephones for communications. Some offices may have one-way radios in addition to the two-way radios. **Cellular telephones should not be used in bomb threat emergencies.**

Listed below are offices and numbers and types of radios that are in these offices:

| Description of equipment | Location | Frequency | Number of items |
|---------------------------------|----------------------|------------------|------------------------|
| RCA RDR3500 Radios | E-14 | On File | 18 |
| RCA RDR3500 Radios | E-16 | On File | 13 |
| RCA RDR3500 Radios | C-213 | On File | 17 |
| Motorola 7-800 | E14 | On File | 5 |
| Kenwood Police | Dickson & Waverly | On File | 2 |
| RCA RDR3500 Radios | SEC | On File | 8 |

During an emergency recovery, these radios will be used for communication until telephone service is restored. The Director of Police Services will insure that the radio frequencies are compatible with the local law enforcement department and local emergency personnel. During a power failure, an emergency generator located at the EOC will be available to provide emergency power to operate the base station and charge hand-held radios. The batteries in the hand-held units will last 24 hours. Backup batteries are available in E-16.

APPENDIX I

MODEL STUDENT BEHAVIOR INFORMATION

1. Student Misconduct Reports:

Any student who engages in behavior prohibited by the Student Code of Conduct should be reported to the Associate VP of Student Affairs. Referrals are accepted from the Police/Security Department, 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. Forms are provided at the office of the Associate VP of Student Affairs or persons may submit reports in their own format.

Once a report is received, the Associate VP or his/her designee will review the report as soon as possible. The Associate VP 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\ 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 Associate VP 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 (TUAPA). Cases may also be referred to the institutional discipline committee when a student refutes the charge of academic misconduct.

Students who are suspended or expelled from the institution are barred from being present on campus during the term of the suspension or permanently banned 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 institutions receive 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. Record-keeping software:

Records of suspension or expulsion are kept in the institutional database. Details concerning the incident from which the suspension or expulsion resulted are kept in locked files in hard copy.

3. Procedure for reporting of student behavior of concern:

(1) a.) Training:

Training regarding the recognition and reporting of distressed, disturbing, disruptive, and/or dangerous student behavior is available to all college faculty and staff, and are distributed through Human Resources.

(2) 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) c.) Disruptive/dangerous students:

If a student is actively disruptive in a classroom and fails to modify his/her behavior at your request or if you believe the student poses an immediate threat to yourself, classmates or him/herself, you should contact the Associate VP of Student Affairs, Campus Police/Security, Campus Director, or local Law Enforcement from your classroom telephone or cell phone. If you believe the student poses an immediate threat, call Campus Police/Security or local police immediately.

4. Violations of the Code of Conduct:

Any student who engages in behavior prohibited by the Student Code of Conduct should be reported to the Associate VP of Student Affairs.

a. Students with disabilities:

Occasionally a student will tell you she/he has a learning or psychological disability and can request special academic accommodations. In these circumstances a referral to the Access Center Office is appropriate. This institutional office is responsible for verifying documented disabilities will make specific recommendations regarding reasonable academic accommodations that are compliant with federal regulation.

b. Disturbing class assignments:

As a proactive strategy, class syllabi should include ground rules for assignments and classroom discussion. Faculty will want to state their expectations with regard to how students address one another, how they address the instructor, how class members can disagree without becoming disagreeable, and what topics are and are not acceptable as the basis for assignments. However, a student may still submit a class assignment which includes content that the faculty member finds to be disturbing or threatening. If this should happen, it is important that faculty members share the concern with others that can help evaluate the situation and help determine a plan of action. Faculty should plan to consult with their Department Dean and Associate VP of Student Affairs, or Campus Director. If a specific threat has been made Campus Police/Security or Local Police should be contacted immediately.

c. Student Assistance Coordinating Committee (Threat Assessment Team):

The institutional Student Assistance Coordinating Committee should meet monthly, or more often as necessary, to 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 will be comprised of the Coordinator for the Access Center, Program Coordinator and Instructor in Social Services (or Social Work), the Director of Police/Security, and the Associate VP of Student Affairs. Students may be referred to the committee for further review by contacting the office of the Associate VP of Student Affairs.

5. Civility Codes

a. Statement of Community Standards and Expectations

The institution is committed to the ideal of developing and nurturing a community of scholars. The choice to associate or affiliate with the institutional community is freely made by students, staff, and faculty; nevertheless, it is assumed that each person who joins the community will accept and practice the following core values and expectations:

b. Value of Honesty

The notion of personal honesty and academic integrity is central to the existence of the institutional community. Community members will not engage in cheating, plagiarism, or fabrications of any type. All members of the community will strive to achieve and maintain the highest standards of academic achievement.

c. Respect for Diversity

The institutional community is composed of individuals representing different races, ethnicities, and cultures. The community embraces and celebrates this diversity as a pillar of its strength.

d. Commitment to the Community.

Citizens of the institutional community will be good stewards of the Institution's resources and will not engage in conduct which damages or exploits the community.

e. Freedom of Expression.

The institutional community is a marketplace of ideas and opinions. Community members are encouraged to freely communicate their ideas and opinions on issues both within and outside the community.

II. Student Rights and Responsibilities

Introduction:

The following statement of student rights and responsibilities is intended to reflect the philosophical base upon which student behavior is defined and measured. This philosophy identifies the rights and responsibilities that each student bears when they enter the institution. These rights shall not be construed, interpreted, or applied in any manner that would be detrimental to the privileges, purposes, aims, and goals of the institution and the Tennessee Board of Regents.

b) Student

Rights Article

I.

Students are entitled to all rights granted to him/her by the Constitution of the United States of America, the Constitution of the State of Tennessee and to the full protection of the law. There shall be no institutional rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.

- ❖ Each student shall have the right to participate in all areas and activities of the institution, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
- ❖ Each student shall have the right to pursue his/her educational goals and to enjoy the opportunity to participate in the various educational and extracurricular activities present on campus.
- ❖ Each student shall have limited rights to personal privacy. This privacy includes the maintenance of confidential records except under compulsion by an institutional or civil court, the Tennessee Board of Regents, or as allowed by state and federal law.
- ❖ Each student shall have the right to procedural due process in institutional disciplinary proceedings as described in this publication.

- ❖ Each student shall have the right to be protected from prejudiced academic evaluation not related to a student's academic performance.
- ❖ Each student shall have the right to examine, discuss, and express opinions publicly and privately.
- ❖ Each student shall have the right to participate in self-governance and to be represented in the Student Government Association, student organizations, and on institutional committees whose charge is to review and/or formulate institutional policy regarding academic and student affairs.
- ❖ Each student shall have the right to join and/or participate in recognized student organizations.
- ❖ The student press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content.
- ❖ All students shall have the right to be secure from having their rights infringed upon by institutional administrators, faculty, support staff, or fellow students.

c) Each student shall have the right to expect:

- A Drug-Free and Alcohol-Free campus
- A campus community that is conducive to learning both in and outside of the academic classroom
- A campus community that respects diversity of race, ethnicity, sexual orientation, culture, and personal beliefs.
- A campus community that is built on honesty and integrity, both in academic and social pursuits.
- A campus community that embraces freedom of expression and exchange of ideas.

d) Student Responsibilities

Article II.

- ❖ Students voluntarily assume certain responsibilities that are necessary for promoting the welfare of the community. Although no definitive list of responsibilities can ever truly be developed, the following represent the main responsibilities students assume by becoming citizens of the institutional community.
- ❖ Each student shall have the responsibility to pursue his/her academics honestly and to attend class regularly and in good faith. Students shall be honest in all interactions with other students, faculty, and staff.
- ❖ Each student shall have the responsibility to respect the rights and property of others, including students, faculty, staff, and university guests and visitors.
- ❖ Each student shall have the responsibility of upholding the community standards and expectations as set forth by the institutional which include honesty, a respect for diversity, commitment to community, and freedom of expression.
- ❖ Each student shall have the responsibility of being fully acquainted with and complying with all published university rules and regulations.
- ❖ Each student is expected to comply with directives of institutional officials who are acting in the performance of institution-related duties.
- ❖ Each student shall be responsible for carrying identification with them at all times that clearly indicates he or she is a student of the institution.
- ❖ Each student shall have the responsibility of recognizing that his or her behavior reflects not only on the individual but also on the entire institutional community.
- ❖ Each student shall have the responsibility of recognizing the responsibility of the institution to insure an educational environment for all students.
- ❖ Each student shall have the responsibility of being a responsible community member and encouraging behaviors in others that are in compliance with institutional rules and regulations.
- ❖ Each student shall have the responsibility of being good stewards of the institution's resources.

APPENDIX J

FIRE DRILLS

- 1.) Fire drills will be conducted randomly throughout the year.
- 2.) The alarm system will sound a message that the buildings should be evacuated.
- 3.) All employees are responsible for knowing the location of emergency evacuation routes for their work area, the location of fire exit windows, etc. Elevators should not be used in the event of fire.
- 4.) In addition, the following procedures should be reviewed with employees:
 - All incidents of unintentional/non control burn fires must be reported to the Police/Security Office whether fire department response is required or not.
 - All department heads, supervisors, etc., will ensure that their employees are aware of the location of fire extinguishers in their work areas.
 - Faculty should orient and inform students and visitors of procedures to be followed in case of a building alarm or emergency. Students should have a brief orientation on the first day of class to assure that they are aware that evacuation is required when the fire alarm system is activated and that they know where the nearest exits are located.
 - Fire alarm systems exist in the Kisber, S-Building, H-Building and Clement buildings. All employees who work in these buildings should familiarize themselves with the location of the pull stations.
 - In other campus buildings where pull station alarms are not present, contact security at 3273, 3406 or 3436. Police/Security will activate the alarm siren system.

FIRE SAFETY

Although the potential for fire always exists, routine inspections, maintenance, and training are effective elements in reducing bodily injury, loss of life, and damage to property.

All faculty, staff and students should be knowledgeable of those elements which cause fires and of procedures to eliminate them. Everyone should be aware of basic fire safety regulations and conditions that have potential to start a fire, such as the use of extension cords or the improper storage of chemicals, paint, cleaning supplies, rags, paper, etc.

The college performs routine inspections and maintenance of fire extinguishers, sprinkler systems, fire hydrants, and smoke alarms. Emergency evacuation routes are posted in all classrooms and near building exits. To facilitate evacuation there are

illuminated exit signs, functional emergency lights and self-closing emergency doors.

Fires present a danger to individuals within a limited area and usually will not require action of the Emergency Operations Center (EOC) unless the fire is out of control and numerous potential or actual casualties are involved. After defining the hazard area, personnel will be evacuated from buildings by activating the fire alarm system and will be moved a safe distance (at least 100 yards) away to the designated areas. The area will be secured until the firefighting personnel authorize reentry. Supervisory personnel will make every effort to account for faculty, staff, and students and prevent unauthorized personnel from entering the building.

FIRE ALARM

- 1.) Fire alarms will consist of a message to evacuate the buildings.
- 2.) This alarm will be used when a serious fire is burning or possible explosion is imminent in one of the buildings occupied by students, faculty, and staff.

WHAT TO DO IN CASE OF FIRE

When the fire message is sounded, all students, faculty and staff should clear the buildings by the nearest exit and proceed to a designated assembly area as shown on the evacuation maps.

Any individuals with disabilities should be assisted in exiting the building.

Students, faculty, and staff should stand clear unless called upon to help. Do not return to the building until the all clear is given. The all clear signal is three five second blasts with three second interruptions.

DRILL SUMMARY

- a. After each drill, a review will be conducted to determine the following:
- b. Could the message be heard in all areas of the building?
- c. How long did it take for employees to respond and evacuate the building?
- d. Identify those individuals who ignored the alarm and did not evacuate.

APPENDIX K

BOMB THREATS

The following procedures will be followed when a bomb threat is received or an actual bomb is discovered.

1.) General Bomb Threat Guidelines

- Any individual receiving a bomb threat call should do the following:
- Remain calm and keep the caller on the line as long as possible. Ask the Caller to repeat the message and record every word.
- Note the caller ID displayed on the phone system.
- If the Caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- Advise the Caller that the building is occupied and detonation could result in death or serious injury to innocent people.
- 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.
- Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics, and complete threat data form.
- If the Caller can be kept talking, ask specific questions as indicated on the attached Bomb Threat Report.
- It is desirable, but not always practicable, to have more than one person listen in on the bomb threat call.
- Immediately notify police/security at 3273.

2. After the call is completed:

- A bomb threat report form will be completed and given to the security officer who responds to the call. The person receiving the threat will attempt to:
- Obtain all the information requested on the report.
- Document all information the caller is willing to give.
- Listen and document any background noises, which might be of assistance to investigators.
- Have a co-worker immediately notify the Police/Security Office on another extension if the call is long enough.

3. Campus Police/Security Office Personnel or Office Manager

- Tell the individual to complete the bomb threat form. (If the dispatcher received the threat, the dispatcher will complete the form.)
- Dispatcher will immediately dispatch an officer to the scene.
- Notify Director of Police Services or the ranking officer on duty.

4. Police/Security Personnel Dispatched to the Scene

- Respond to the area/building in question.
- Activate the chain of command by notifying the appropriate personnel.
- Establish a command post in or close to the threatened area(s). (A command post can be a police car only.)
- Assign an officer to interview recipient.
- Request that the college official(s) in charge of the threatened building report to the command post.

5. Procedures for Evacuation Decision

- 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.
- 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.
- 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.
- Do not operate cell phones or pagers as they could trigger some types of explosives.
- Insure that everyone knows not to touch anything suspicious.
- Establish an open telephone line with the dispatcher. Elicit assistance from employees.
- 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.
- **The decision to evacuate** will be made by the institutional or local law enforcement police officer in charge on site in consultation with appropriate administrators.

6. Evacuation Procedures

1. The evacuation message will be activated.
2. All students are instructed to take all belongings with them when they exit the building.
3. Assistance should be given to handicapped individuals needing assistance.
4. Evacuate to the areas shown on the evacuation maps.
5. All clear message will be sounded. Police/Security personnel will also be directing people back into the buildings.

7. Search Procedures

- a. After evacuation, a more thorough search of the area will be completed to ensure 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.

8. Special Events

- a. The event coordinator on duty will coordinate with the officer(s) working the special event and advise them of the bomb threat.
- b. The Office Manager will notify the Director of Police Services and follow his directions for further notifications.
- c. If the Director is not available, the dispatcher is to notify the police/security personnel working the event for direction.
- d. If the area is to be evacuated, the police/security personnel in charge will announce it over the public address system.
- e. 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 REPORT

INSTRUCTIONS: BE CALM. BE COURTEOUS. LISTEN, DO NOT INTERRUPT THE CALLER. NOTIFY YOUR IMMEDIATE SUPERVISOR. TALK TO NO ONE OTHER THAN INSTRUCTED BY YOUR SUPERVISOR.

DATE _____ TIME _____

PHONE NO. DISPLAYED _____

(Note whether caller is on campus line, transferred in, or off campus.)

LOCATION DISPLAYED: _____

EXACT WORDS OF PERSON PLACING CALL: _____

QUESTIONS TO ASK:

When is the bomb going to explode? Where is the bomb right now?

What kind of a bomb is it?

What does the bomb look like? Why was the bomb placed?

Who placed the bomb there?

e) TRY TO DETERMINE THE FOLLOWING:

| | | | | | | | |
|--------------------------|-------------------|--------------------|----------------------|------------|----------|------------|------------------------|
| Caller's Identity | Male | Female | Adult | Juvenile | Age | | |
| Voice | Loud | Soft | High Pitch | Deep | Raspy | Pleasant | Intoxicated Drugged |
| Accent | Local | U.S Regional | Foreign | | | | |
| Speech | Fast | Slow | Distinct | Distorted | Nasal | Stutter | Slurred |
| Language | Excellent | Good | Fair | Poor | Foul | | |
| Manner | Calm | Angry | Rational | Irrational | Coherent | Incoherent | Deliberate |
| Background noises | Office Machine | Factory Machine | Train or Airplane | Traffic | Music | Quiet | |

Person Receiving Call: _____

APPENDIX L

TORNADO PROCEDURES

Severe Weather Preparedness

General Information

- Tornadoes are most likely to occur in mid-afternoon, generally between 3 and 7 PM. Movement is generally from Southwest to Northeast.
- The length of the path ranges from 4 to 16 miles and the width is generally 300 to 400 yards. Speed ranges from 25 to 40 miles per hour with estimated speeds within the tornado of 500 miles per hour.
- The cloud associated with a tornado is a dark, heavy cumulonimbus (thunderstorm) from which a whirling funnel-shaped pendent extends to or near the ground.
- Precipitation usually occurs preceding the storm first as rain, frequently with hail, and as a heavy downpour immediately to the left of the tornado's path.
- The sound of a tornado has been described as a roaring, rushing noise, like the sound of a train going through a tunnel or over a trestle.
- Definitions
- Tornado Watch: A tornado watch is issued when the conditions are favorable for the formation of a tornado.
- Tornado Warning: A tornado warning is issued when a tornado is actually sighted visually or by radar.

Communications

Whenever weather conditions indicate that extreme weather could develop, a warning and reminder of the message signals will be placed on the student monitor system.

Communications of Tornado Warning to the campus community will be as follows:

Tornado Warning: The alarm system will be activated whenever a tornado warning is issued for the west Nashville area. This is one second blasts at three second intervals for two minutes. When the tornado warning has expired, the all clear signal of three five second blasts with three second intervals will be sounded.

Protection

Personnel and students should immediately seek shelter in the lowest levels of buildings on an interior hallway remaining clear of exterior windows and doors. These

areas are identified in the document ‘NSCC safe areas’ located in the Security sub folder titled emergency plans. The current safe areas are:

| Building | Location |
|--|--|
| <u>A-Building</u> | All 3 A-Building Restrooms, center of long hallways |
| <u>C-Building</u> | Lower level hallways and restrooms |
| <u>D-Building</u> | Interior offices and hallways |
| <u>E-Building</u> | All restrooms |
| <u>K-Building</u> | K-120 (both A&B sections), downstairs hallways away from the lobby |
| <u>W-Building</u> | W-40 thru W-69 hallway and adjacent interior office area, W-91 thru W-88 hallway, Restrooms off main lobby |
| <p>‘S’ Building</p> <p>*Note*</p> <p>S-bldg. Directors and their Designee’s are responsible for clearing their own Area and ensure people are sent to the safe zones. Teach must do the same for their classrooms and students</p> | <ul style="list-style-type: none"> ➤ Classes in room S-118 Safe Area – Storage room; <u>S-119.</u> ➤ Classes in room S-117 Safe Area – <u>men’s and ladies’ restrooms.</u> ➤ Classes in room S-116 Safe Area – <u>S-116</u> ➤ Classes in room S-112 Safe Area – <u>S-108.</u> ➤ Classes in room S-113 Safe Area – <u>S-109.</u> ➤ Classes in room S-104 Safe Area – <u>S-103.</u> ➤ Classes in room S-105 Safe Area – <u>S-108 and S-109.</u> ➤ Students in the hallway seating areas and the dining area are to go to the most accessible of any of the Safe Areas listed above. Check monitors for more information. <u>Employees and others from the Second Floor will be disbursed into the following First Floor areas:</u> <u>S-115 office and storage area, S-107, S-110 and S-114</u> |
| H- Building | <ul style="list-style-type: none"> ◦First Floor hallway by H-110, H-111, H-112 ◦First Floor men’s and ladies’ restrooms |

| | |
|---|--|
| | <ul style="list-style-type: none"> ◦First Floor kitchen ◦First Floor Room H-122: Mechanical Room ◦First Floor Room H-124: Storage Room ◦First Floor Office Suite H-130 ◦Second Floor men’s and ladies’ restrooms ◦Second Floor men’s and ladies’ locker rooms ◦Second Floor Rooms H-223, H-224, H-225, H-227, H-228, H-230, and H-231 |
| If outside and unable to get to safe area | Move away from the tornados path at a right angle. Lay flat in the nearest depression such as a ravine or ditch. |
| Clarksville | Interior classrooms (144,145,153,142,137,161,152,157, 148,150) |
| Waverly | Nearest Restroom (two located on each hall). |
| Southeast | All inner offices, student lounge and classrooms |
| Dickson | Hallway outside restrooms that connects adult learning center with NSCC wing. |
| East Davidson | Restrooms, Classrooms 44, 47, 60, 50 & 55. |

APPENDIX M

EARTHQUAKE PROCEDURES

Normal precautions

The Police/Security Office has emergency flashlights and batteries in E-14.

When possible place large and heavy objects on lower shelves. Bottled goods, glass and other breakables should also not be stored in high places or left where they can freely slide on shelves.

During an Earthquake

- 1) First and foremost, **stay calm**. Think through the consequences of any action taken.
- 2) If outdoors, stay outdoors: if indoors, stay indoors. Most injuries during quakes occur as people are entering or leaving buildings.
- 3) If indoors, take cover under a heavy desk or table, in doorways or halls, or against inside walls. Stay away from glass.
- 4) If outdoors, move away from buildings and utility wires. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until shaking stops.
- 5) If in a moving car, stop as soon as possible, but stay in the car. A car may jiggle violently on its springs, but it is a good place to stay until the shaking stops. When driving on, watch for hazards created by the quake. Some of these hazards include fallen or falling objects, downed electrical wires, or broken or undermined roadways.

After an Earthquake

- a. Be prepared for additional earthquake shocks called ‘aftershocks.’ Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
- b. Stay out of severely damaged buildings. After shocks can shake them down.
- c. Check for injuries. Contact the Police/Security Office if medical assistance is needed. Don’t attempt to move seriously injured persons unless they are in immediate danger of further injury.
- d. If you notice damage to the water pipes contact Facilities Management at 3274, who will shut off the appropriate water supply valve

- e. Facilities Management will determine whether or not sewer lines are intact. Please wait for their notification before using sanitary facilities.
- f. Facilities Management will shut down gas lines until cleared by the utility company.
- g. The Executive Director of Facilities Management will direct the cleanup of debris.

APPENDIX N

BIOLOGICAL HAZARDS

Handling of Suspicious Letters/Packages and Chemical Spills

1. Suspicious Letters / Packages

In the event of “anthrax” type threat or incident, do not open the package; contact the Police/Security Office at 3273.

THE POLICE/SECURITY OFFICE PERSONNEL OR OFFICE MANAGER WILL:

- Obtain pertinent information about the location and status of the suspected item
- Note the location and ‘pop-up’ number indicated on the dispatch telephone ID display
- Obtain a complete description of the item
- Determine if the item has been opened
- Instruct the caller to refrain from opening or further handling of the item
- Instruct the caller to discuss the situation only with persons on a “need to know” basis
- Instruct the caller to cover the letter/package/powder with paper, article of clothing or trash can (unless the caller has already left the room where the item is)
- Instruct the caller to leave the room where the item is located, close the door, and allow nobody to enter the room until the first officer arrives
- Instruct the caller to limit his/her contacts with other persons to the greatest extent possible
- Advise a supervisor, office-in-charge, or first available officer that a suspicious report has been received and the name of the building where the item is located
- Advise the Director of Police/Security Services who will make the determination if local law enforcement should be notified.

THE FIRST RESPONDING OFFICER WILL:

- Go directly to the building involved and call the Police/Security Office by phone
- Receive all pertinent information from the Police/Security Office including whether or not the item has been opened
- Proceed to the area where the item is located, without entering the room if possible
- Ensure that the room/area where the device is located is secure (treat the area as a crime scene)
- Interview the caller to ascertain all pertinent information about the item
- Make an initial determination concerning whether or not the item is a questionable, possible, or probable threat.

Questionable Threat

- Item is suspicious but no reason to believe it is a biological threat
- If the item is a Questionable Threat item:
- Secure the item by triple sealing in sealed evidence bags or trash bags, remove from the building, and transport to the Police/Security Office
- Upon arrival of the Police/Security Office, the sealed item will be placed into a designated Questionable Threat container, and the container will be placed into the police/security safe area.

Possible Threat

If the item is a Possible Threat:

- Evacuate all persons out of the immediate area.
- Turn off fans, air ventilators, and HVAC
- Obtain a list of the names of all persons who came into contact with the item or were in the presence of the item
- Allow exposed persons to wash with soap and water
- Await the arrival of a Director of Police/Security Services

Probable Threat

If the item is a Probable Threat:

- Evacuate all persons out of the building, establish a perimeter -Turn off fans, air ventilators, and HVAC
- Request response of local fire department/police department
- All persons exposed to the item will be moved to a protected area.
- Coordinate decontamination process with fire department personnel

Two way radios and cell phones are not to be used with-in 1,500 feet of the device. Use EXTREME caution. These types of signals may accidentally set off an explosion

COMMAND LEVEL PERSONNEL WILL:

- 1) Make a determination of the threat level
- 2) Contact the President and Vice Presidents as appropriate
- 3) Establish a command post if threat is Possible or Probable Threat
- 4) Ensure that personnel decontamination process is completed
- 5) Ensure that no person goes into the perimeter without adequate protection
- 6) Contact the local fire department/police department for hazmat assistance

7) Arrange for transportation of evidence for analysis

- 8) Maintain area until analysis determination is made
- 9) Contact health department, TBI, FBI, etc. if analysis reveals biological threat

2. Chemical Spills

Hazardous chemicals are utilized on campus in various locations. Trains, tractor trailers and other vehicles that may be traveling on or near the campus may have hazardous chemicals that could threaten the environment of the campus as well.

The following steps will be followed in the event of a chemical or radiation spill:

- a) Any spillage of a hazardous material will be immediately reported to the Police/Security Office. The Police/Security Office will notify the Executive Director of Facilities Management.
- b) When reporting, be specific about the material involved and approximate quantities. The Director of Police/Security Services and Executive Director of Facilities Management will initiate the response of appropriate hazardous material response teams to clean-up the spill effectively.
- c) The site should be evacuated immediately and sealed off to prevent further contamination of other areas. **AT NO TIME SHOULD ANYONE RE-ENTER THE AREA THAT HAS BEEN EVACUATED.**
- d) If the evacuation is required, the Police/Security Office will activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located. Police/Security Officers will be posted to prevent re-entry.

APPENDIX O
HOSTILE INTRUDER / VIOLENT PERSON

Secure Immediate Area

- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover/protection behind concrete walls, thick desks, filing cabinets, etc. (cover may protect you from bullets).
- Silence cell phones, and turn off their exterior lights.
- Place signs in exterior windows to identify the location of injured persons.

Un-securing an Area

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until an outside force engages them.
- Attempts to rescue people only if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

Contacting Authorities

- Use Emergency 911.

- 615-353-3273 - NSCC Police/Security
Be aware that the 911 system will likely be overwhelmed. Program the NSCC Security phone number 615-353-3273 into cell phone for emergency.

What to Report

- Your specific location - building name and office/room number.
- Number of people at your specific location.
- Injuries - number injured, types of injuries.
- Assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

Police Response

- Objective is to immediately engage assailant(s).
- Evacuate victims.
- Facilitate follow up medical care, interviews, counseling.
- Investigation.

Nashville State Community College has adopted a program called A. L. I. C. E.

NSCC ALICE Program Video

| | |
|-----------------|---|
| Alert | How you are alerted to the danger and how you are able to warn others by dialing 911. |
| Lockdown | Shows you how to not only lock the door but to also use what you have available to barricade the door in an attempt to prevent the aggressor from entering your safe room/area. There are three goals to lockdown: <ol style="list-style-type: none"> 1. Keep the aggressor out of your safe room/area. 2. Discourage, deter or slow down the aggressor from getting to you. 3. Give the police more time to respond before the aggressor gets to you. |
| Inform | Provide continual information to 911 to ensure that the police know where to go, and to ensure that Public Safety can give other staff and students updated information to help them make the best informed decisions. |

- Counter** As a last resort, use the skills that are taught to throw items at the aggressor's head to distract, disorient, stress, and allow you and others to run, or to take the person to the ground and hold him/her down until police arrive.
- Evacuate** Run from the aggressor, thereby reducing the number of potential targets for the shooter, and allowing you and others to get to a safer place.

APPENDIX P
TERRORIST ATTACK

Weapon of Mass Destruction – Definition

A weapon of mass destruction includes biological, chemical, incendiary, nuclear or highly explosive material and any combination thereof.

1.) 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.

2.) Action Steps for Initial Responders

1. Notify the Police/Security Office at 3273 or local law enforcement (911) authority 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 Management 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

FLOOD, SNOW, AND ICE

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:

1. Institutional personnel will monitor the National Weather Service broadcasts and local reports and/or contact the Department of Transportation Road Condition Office. Upon receipt of information that would or has the potential to make travel hazardous, the appropriate administrators will initiate notification of the VP of Academic Affairs
2. The VP of Academic Affairs after consultation with police/security will make the decision to cancel classes, contacts the radio stations, the TV stations, the web designer, and the Associate VP of Communications and Marketing.
3. The VP of Academic Affairs notifies the instructional deans and the Directors of the affected satellite campuses.
4. For off campus sites outside of Nashville, the decision on weather related closing is made by the Director of the site in consultation with the VP of Academic Affairs.
5. The Police/Security and Facilities Management offices will initiate steps to secure the facilities and grounds, preventing entry to the campus under hazardous conditions.
6. Appropriate personnel will continue to monitor the weather conditions as well as conditions on campus.

| Radio Stations | | Television Stations |
|--|---------------------|-------------------------------|
| WLAC 1510 AM | WZTO, WRVW, WNRQ | Channel 5 CBS |
| WSM 650 AM | WSIX | Channel 4 NBC |
| WKDF 103.3 | | Channel 2 ABC |
| Also, see the Web Page at WWW.NSCC.EDU | | Phone Processor: 615-353-3333 |

APPENDIX R

HOSTAGE

1.) If taken hostage or witnessing another person being taken hostage or contained in a specific area:

1. Appear as calm as possible.
2. 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.
3. Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor.
4. Avoid appearing hostile.
5. Maintain eye contact with the captor at all times, if possible, but do not stare.
6. Do not make quick or sudden moves. Ask your captors before going to the bathroom, taking medication, or receiving first aid.
7. 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.
8. Displaying some fear may work to one's advantage.
9. 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:

1. Immediately evacuate the building, using the established evacuation route. Carefully avoid the attention of those taking hostages.
2. Take no action to intervene.
3. Call the appropriate law enforcement agency at 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 / DEMONSTRATIONS

1. 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 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 Police/Security Office. The Director of Police/Security Services in consultation with the President’s cabinet will make the determination on whether or not to contact local law enforcement.

2. PEACEFUL, NON-DISRUPTIVE DEMONSTRATIONS

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. If demonstrators are asked to leave but refuse to leave by regular facility closing time(s):

- ❖ Arrangements will be made by law enforcement to monitor the situation during non-business hours or
- ❖ Determination will be made to treat the violation of regular closing hours as a disruptive demonstration

3. NON-VIOLANT DISRUPTIVE DEMONSTRATIONS

In the event that a demonstration blocks access to facilities or interferes with operations:

Demonstrators will be asked to terminate the disruptive activity.

- The appropriate administrator will have a photographer/videographer with him or her to document the proceedings.
- Key institutional personnel and student leaders may be asked to go to the areas to persuade the demonstrators to desist.
- An official will go to the area to ask the demonstrators to leave or to discontinue the disruptive activities.
- 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.
- Efforts should be made to secure positive identification, including photographs, of demonstrators in violation for later testimony.
- Legal Counsel will be consulted to determine the need for an injunction of civil authorities.
- 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.

4. VIOLENT AND 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.

- Local law enforcement will be summoned to the scene.
- Law enforcement will ensure sufficient officers are present to contain the violent/disruptive demonstrators.

Police/Security officers should manage a violent protest to the extent possible while awaiting local law enforcement assistance. Any witnesses to violent, hostile or criminal behavior, should immediately contact the Police/Security Office (3273) or local law enforcement agency (911) if police/security is unavailable. In addition,

- Leave the immediate area, whenever possible, and direct others to do so.
- 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 AT 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. Notify Police/Security at 3273. They will notify local law enforcement/fire department. If you are unable to contact security and there are injuries, dial 911.
3. If necessary, or when directed to do so, in buildings with pull stations, activate the building fire alarm. CAUTION: THE BUILDING ALARM RINGS ONLY LOCALLY INSIDE THE BUILDING – REPORT THE EMERGENCY TO THE CAMPUS POLICE/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

PLEASE REMEMBER WHEN REPORTING AN EMERGENCY TO TELL THE DISPATCHER OR OPERATOR THE EXACT LOCATION OF THE EMERGENCY.

If the emergency is inside a building, you should give the building, floor & nearest room number. If the emergency is outside of a building you should describe the location in relation to the nearest buildings.

(1) NASHVILLE CITY EMERGENCY CONTACT NUMBERS

| | |
|--|-------------------------------------|
| NSCC Campus Police/Security | (615) 353-3273 |
| NSCC Campus Director of Police/Security Services | (615) 353-3272 |
| NSCC Police Chief | |
| Metro Police, Fire or Med. Emergency | 911 (For Fire, Police or Ambulance) |

DAVIDSON COUNTY CONTACT NUMBERS

| | |
|-------------------------------|----------------------------------|
| Metro Police Non-Emergency | (615) 862-8600 |
| Fire Department Non-Emergency | (615) 862-5421 |
| Nashville Electric Service | (615) 747-3911 (615) 234-0000 |
| Nashville Water Service | (615) 862-4600 |
| Piedmont Natural Gas | (800) 752-7504 |

AREA HOSPITALS/CLINCS

| | |
|------------------------------|----------------|
| St. Thomas Midtown | (615) 284-5555 |
| Centennial Medical Center | (615) 342-1000 |
| Nashville General Hospital | (615) 341-4000 |
| Saint Thomas Health Services | (615) 222-2111 |

| | |
|--------------------------------|----------------|
| Skyline Medical Center | (615) 769-2000 |
| Southern Hills Medical Center | (615) 781-4000 |
| Tri-Star Summit Medical Center | (615) 316-3000 |
| Vanderbilt Medical Center | (615) 322-5000 |
| AFC Urgent Care Charlotte Pk. | (615) 630-6095 |

RED CROSS AND OTHER USEFUL NUMBERS

| | |
|--|----------------|
| Red Cross Emergency Services and Volunteer Resources | (615) 250-4300 |
| Suicide Prevention/Crisis Intervention Center | (615) 244-7444 |
| Domestic Violence Crisis Line | (615) 242-1199 |
| Poison Control Center | (615) 936-2034 |
| Tennessee Bureau of Investigation | (615) 744-4000 |
| U.S. Postal Inspection Service | (877) 876-2455 |
| United Way Helpline | 211 |

STATE RISK MANAGEMENT

| | |
|------------------|----------------------|
| Rodney Escobar | Home: (615) 741-9957 |
| Risk Mgmt. Admin | (615) 741-2734 |

APPROVED VENDORS FOR REPAIRS

| | | |
|--|---|--|
| Plumbing Contractor | Cornerstone Mechanical Inc. | Todd (615) 574-1457 Office - (615) 255-2407 |
| Electrical Contractor | American Commercial Industrial Electric, LLC | (615) 291-6585 (615) 416-2910 (cell Ken) |
| Restoration Company | Belfor | 1-800-856-3333 |
| Designer: (Repairs estimated to cost more than \$25,000) | Craig Eubanks Full-time Office on NSCC Campus | (615) 353-3737 - Office # (615) 579-8279 - Cell # |
| Glass and Door Repair | Fairway Supply | Ron Sparrow Cell (615) 394-1042 |

| | | |
|----------|----------------------------------|----------------|
| Elevator | Kone Elevator (Emergency Repair) | 1-877-276-8691 |
|----------|----------------------------------|----------------|

TENNESSEE BOARD OF REGENTS

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

(2) Metro Water Service

Central Office-(615) 862-4600

(3) Highway Patrol

Nashville(615) 741-2060

(4) Tennessee Division of Occupational Safety and Health

Nashville (615) 741-2793

Southern Poison Control Center..... (800)-222-1222

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

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

Tennessee Department of Public Health... (615) 741-5158

f) 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

| <u>Facilities Management</u> | <u>Home Number</u> | <u>Cell Number</u> |
|---|---------------------------|---------------------------|
| Christopher Saunders, Dir. | | (615) 627-7680 |
| Bill Houston | | (916) 548-6947 |
| Chris Bledsoe | | (317) 366-4751 |
| James Buttry | | (615) 556-9144 |
| Brenda Harriford | (615) 662-7671 | (615) 400-2762 |
| Michael Dismore | | (615) 232-4244 |
| <u>Custodial and Grounds</u> | | |
| Angela Brown | | (615) 339-7140 |
| <u>Police/Security</u> | | |
| Derrek Sheucraft, Dir. | | (615) 294-5154 |
| Police Chief (Vacant) | | |
| Dennis Morgan, Ofc. Mgr. | | (615) 585-4767 |
| Frank Perry | | (615) 815-0166 |
| <u>Technology Services</u> | | |
| Charvis Rand | | (615)-XXX-XXXX |
| <u>Communications and Public Relations</u> | | |
| Tom Hayden | | (615) XXX-XXXX |

APPENDIX W

LOCAL UTILITY COMPANY TELEPHONE NUMBERS

❖ GAS SERVICE - Piedmont Natural Gas (800) 752-7504 or 911

Facilities Management has the responsibility of turning off main gas lines. During an emergency, these gas lines will be closed off as quickly as possible, when necessary, to prevent fire. Disruption of service could be complicated by broken or damaged gas lines, in which case reinstating service would take longer.

❖ WATER SERVICE (615) 862-4600

Facilities Management has the responsibility of turning off main water valves to the campus. Any campus swimming pools or ponds can be used as reserve water sources. It is not advisable to use these water sources for drinking water purposes because of the accumulation of salts and acids in pool water and unknown contaminants in the pond; however, these water sources can be used for bathing, firefighting or sanitary needs.

❖ ELECTRICITY (615) 736-6900 or (615) 234-0000

During a power outage there are emergency lights located strategically throughout the campus buildings. These battery-operated lights should operate a minimum of two hours before beginning to lose power. Our electric system has underground and above ground lines running through the campus.

❖ SEWER / WASTE REMOVAL (615) 862-4600. Same for Emergencies

APPENDIX X

EMERGENCY RESPONSE CAMPUS RESOURCES

- 1.) FIRE FIGHTING EQUIPMENT
 - ❖ Sprinklers in C-building, K-Building and S-building
 - ❖ Fire extinguishers campus-wide
 - ❖ FM200 System in CSD Data Room

- 2.) MEDICAL SERVICE
 - ❖ Contact Police/Security and/or dial 911 for all Medical and Emergency situations on Campus

- 3.) PRINTS AND SITE MAPS OF CAMPUS FACILITIES
 - ❖ The prints and site maps of all buildings on Campus are located in the E-bldg. Rm. E-16

- 4.) GENERATORS
 - ❖ Two gas generators – 6250 Kilowatts

- 5.) EMERGENCY EQUIPMENT
 - ❖ Clark – 3000lb capacity Forklift
 - ❖ 1 set of Cutting Torches
 - ❖ 1 Chainsaw
 - ❖ Scissor Lift – 20ft Max Height
 - ❖ Golf Carts