

**LOC-ERCP-A-100**

# **LeMoyne-Owen College**

## **EMERGENCY RESPONSE AND CONTINGENCY PLAN**

807 Walker Avenue  
Memphis, TN. 38126

### **PROPRIETARY INFORMATION**

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<b>Table of Contents</b>		
<b>Section</b>		<b>Page</b>

<b>Section</b>		<b>Page</b>
1). Purpose and Scope.....		3
2). Disaster Response Team.....		4,5,6
3). Suggested Members Phone Lists.....		7
4). Security Office.....		8
5). Site Administrators Responsibilities.....		9,10
6). Business Resumption.....		10
7). Responding to Extreme Emergencies.....		11
8). Communicating with the Media.....		12,13
9). Bombs and Suspicious Devices.....		14
10). Bomb Threats.....		15
11). Conditions requiring Closing of the College.....		16
12). Criminal Activities.....		17
13). Shooting on Campus.....		18
14). Kidnapping.....		19
15). Disturbances/Demonstrations.....		19,20
16). Drug-Alcohol Abuse.....		21
17). Electrical Storms.....		22
18). Inclement Weather- Opening/Closing School.....		22
19). Evacuation for Disabled.....		23
20). Fire Drills/Explosions.....		24
21). Gang Related Activity.....		25
22). Gas Leak.....		26
23). Hazardous Materials Incident.....		27,28
24). Natural Death of a Student/Employee.....		29
25). Illness, Injury, Death occurring while on Trip.....		30
26). Injury, Death due to Criminal Activity.....		30,31
27). Injury or Medical Problem at School.....		31
28). Rape/Sexual Assault.....		32
29). Severe Physical/Sexual Abuse.....		33
30). Stalking.....		34

<b>Table of Contents</b>	
Section	Page

31). Domestic and Workplace Violence.....	35
32). Severe Weather Watch or Warning.....	36
33). Tornado Response.....	36
34). Tornado Drills.....	37
35). Suicide Attempt/Completion.....	38,39
36). Suicide Threats.....	39
37). Directory of Emergency Numbers.....	40

#### Appendix

38). Campus Emergency Resource Team.....	41
39). Terrorist Threat Levels.....	42, 43
40). EOC (Emergency Operations Center) Locations.....	44
41). Security Emergency Roster.....	45
42). Terrorist Attacks.....	46
43). Damage Assessment Plan.....	47
44). Building Evacuation.....	48
45). Campus Notification.....	48
46). Campus Lock Down.....	48

## **DISASTER RESPONSE PLAN**

### **Purpose and Scope**

The purpose of this document is to provide LeMoyne-Owen College Administrative personnel with a guide to be used as a resource in case of any emergency. In no way shall this document be construed to take precedent to the good judgment of those key officials responsible for responding to any emergency situation. Nor does this specific guideline address or encompass full business recovery or resumption of all operations; as such activities could require decisions, contractual relations, and commitment of resources that have major budgetary implications.

In any emergency the primary concern is to take all appropriate and reasonable actions to protect the safety of students, faculty and staff. The site administrator is responsible for assuring that each person within his/her administrative unit can be accounted for and that aid is being given to those requiring medical attention.

If necessary the site administrator shall take steps to organize the orderly release of students to authorized persons (police, fire, ambulance, emergency management, parents, etc.). If practical every effort will be made to immediately contact family members of each person, student, faculty or staff member, injured or requiring aid.

Until outside assistance arrives, the site administrator shall take reasonable steps to preserve and protect the life and safety of those under his/her administration.

Every reasonable step shall be taken to protect the assets of the college campus community.

## **DISASTER RESPONSE TEAM**

The members of this team shall be required to react, respond, assemble, and give leadership, advice and expertise to the decision-making process to ensure that the safety, security, and the resumption of operational issues are addressed.

Each member of the team, if possible, shall suggest an alternate member from his/her area of responsibility to participate in any activities required of the team in the event the primary team member is unavailable.

The team shall be enacted by the president or designee and shall respond in a manner appropriate to the event. Communications and responses are to include:

- a. Telephone land lines
- b. Mobile telephones lines
- c. Radio frequencies
- d. Hand delivered messages
- e. Personal participation

The DRT chairperson shall be the Plant Director or Compliance Manager and/or designee.

The duties of the chairperson are to include:

- a. Convening the team as necessary.
- b. Establishing a command post.
- c. Directing the team in its efforts.
- d. Appoint representatives to attend/serve with Memphis/Shelby County Emergency Management Agency.
- e. Keeping abreast of all federal, state, and local requirements as to drills, exercises, etc., and to notify site administrators to participate.

The DRT chairperson shall convene the entire team at any time or may convene selected members or representatives appropriate to respond to a specific event. After any event the chairperson may convene any/all members to debrief, discuss, and review the actions or responses of the team in order to ensure coordination efforts are functioning and to explore avenues for improvement, faster delivery of services, and more cost effective alternative solutions. The chairperson shall convene the team at least semi-annually for such tasks as reviewing plans and participating in training.

## **DISASTER RESPONSE TEAM-(cont.)**

The DRT members shall normally be notified by the chairperson or safety personnel of any event requiring their response. If the team must convene, they will be directed to the location of the meeting or emergency operations center. Should other response agencies, such as police, fire, or emergency management, establish a (EOC) emergency operations center, the chairman shall establish the operations center in conjunction with that post or shall have a representative assigned to that post to coordinate information, messages, and responses.

In the event of a major widespread event, such as an earthquake, tornado, or flood, the response team, unless otherwise directed, will convene at the Academic Affairs Building. Should the building be uninhabitable, the team temporarily shall meet in the Brownlee Parking Lot. Each team member shall bring all communication equipment assigned to him/her. The DRT chairperson shall establish an alternate location for the emergency operation center (EOC) as soon as possible.

In the event of a major catastrophe, it shall be the responsibility of each team member to monitor commercial communications tv-radio channels. If normal communication channels are inoperable, the member may be unable to send or receive messages regarding the situation. Even so, DRT members are to report to the campus (Academic Affairs) to convene or to wait there for alternate site selection.

Each team member and alternate shall provide to the chairperson and to the safety office a personal data sheet listing name, telephone numbers, etc. (These numbers will not be given out by campus safety, except to authorize team members.)

The DRT chairperson shall select to convene any or all of the team members as he/she determines to be appropriate to the situation.

## **DISASTER RESPONSE TEAM**

1. President of LeMoyne-Owen College
2. Chief Administrative Officer
3. Administration Services
4. Physical Plant Director
5. Vice President of Academic Affairs
6. Operations Compliance Manager
7. Public Relations Office
8. Dean of Students
9. Security Supervisor
10. Director of Counseling
11. Chief Information Officer (I.S.)
12. Medical Director
13. Middle College Principal/Designee

Other auxiliary members should include:

Program Manager of LOC/CDC  
Food Services/ABL  
Fiscal Services Director  
Facilities Services

## SUGGESTED MEMBERSHIP PHONE LISTS

(901 Area Code)

1.	President's Office	435-1675
2.	Administration Office	435-1450
3.	Administration Services	435-1478
4.	Plant Director	301-0460
5.	Compliance Officer	435-1465
6.	Public Relations Office	220-3098
7.	Dean of Students	435-1731
8.	Counseling Services	435-1738
9.	Information Services	435-1627
10.	Medical Health Center	435-1460
11.	LOC/CDC	435-1650
12.	Fiscal Services	435-1552
13.	Academic Affairs	435-1202
14.	Middle College	435-1766



## **Campus Safety Office**

The campus safety office shall serve as the base operations for the Disaster Response Team and shall, by the nature of its function, provide and perform all initial communications regarding any/all emergency situations.

The security administrator shall:

Ensure that the office is staffed 24 hours a day, 7 days a week, 365 days a year.

Receive calls from site administrators or others regarding any emergency situation.

Notify appropriate, external response agencies as required by law, ordinance, or standard operating procedures (police, fire, ambulance, MLG&W, etc.)

Prepare information bulletins for selected distribution.

Dispatch safety personnel within its capabilities to inspect, evaluate and report the situation.

Seek assistance from external and internal sources.

Notify key personnel.

Take steps to preserve and protect lives and assets of the campus.

Investigate or assist in the investigation of events as necessary.

Ensure safety personnel are on call at all times.

Review and update operations as required or at least annually.

## **SITE ADMINISTRATOR RESPONSIBILITIES**

The site administrator is responsible for safety and security of all persons (students, faculty, and staff) under his/her jurisdiction. All reasonable efforts within the discretionary powers and functions of the office shall be made to ensure that safety issues are addressed and that steps are taken to protect the assets of the college campus.

The site administrator shall:

Appoint an assistant (s) to be thoroughly familiar with all aspects of the site's plans and strategies as it relates to emergency/disaster procedures.

Maintain appropriate evacuation plans for the site and see that plans have been approved by the appropriate agency having such authority.

Conduct all evacuations and disaster drills as required by state law, local ordinances, or campus policy.

Maintain records of all such activity.

Identify resources to assist the site in the event of a major activity, which would delay immediate response from outside agencies.

Modify all evacuation plans and safety plans as required due to facilities or operations changes and to review, at least annually all plans.

Provide safety office with the names and home telephone numbers of all administrative personnel and other persons having keys to the facility.

Should any emergency occur at the site, the administrator shall:

- a. Provide aid to injured.
- b. Take steps to control the situation to prevent additional injuries.
- c. Notify appropriate response agency, police, fire, ambulance, EMS, MLG&W or notify the safety office which will make all required notifications. In any event campus safety must be notified.
- d. Respond upon notification to after hours events such as fires, storm damages which may require support from other outside groups to prepare the site for use.
- e. Be prepared to move the site's normal activities to an alternate location in the event of necessity.

## **SITE ADMINISTRATORS RESPONSIBILITIES-(cont.)**

- f. Monitor commercial radio/tv stations for information, instructions, etc., in the event of a major widespread event.
- g. Travel to the site or arrange to have a representative travel to the site to inspect and report the condition of the facility when the event occurs after hours.

## **BUSINESS RESUMPTION**

### ADMINISTRATIVE OFFICES

The Administrative Office is responsible for the resumption of all business activities and alternate site selections for the campus.

Administrators shall explore various resumption alternatives, obtain cost estimates for associated services, and prepare a report outlining it to the President's Office.

## RESPONDING TO EXTREME EMERGENCIES REQUIRING 911

### **THE PRESIDENT OR DESIGNEE WILL:**

- A. Call **911** (Campus office phones require dialing **9-911**).
- B. Stay on the phone line until all needed services have been requested. Each service Request will require a call transfer. **For Example:** The school may need police and an ambulance. The **911** operator will ask for the nature of your emergency. The caller should state what he/she needs (Police, Ambulance or both). The **911** operator will record the necessary information and forward the call to the ambulance service. Therefore it is very important that the caller have as much of the following information as possible ready to give to the service operator. **The caller should stay on the line until released.**
  1. Self- identification
  2. School name
  3. What happened
  4. Location of injured
  5. Type of injury
  6. Number of victims
  7. Type of weapon
  8. Name, description, and location of person(s) involved
  9. Description and license number of any vehicle involved.

The Office of Campus Safety must be notified as soon as possible after any calls are made for police, fire or ambulance service. It is the responsibility of the site administrator ensure that notification is made.

If possible, the principle or site administrator will direct and/or assist emergency personnel responding to any given situation.

The site administrator shall enact any emergency procedures that are appropriate for the situation.

## COMMUNICATING WITH THE MEDIA

In any building level crisis situation, it is likely that the media will contact the school site first.

### A. Procedures

1. The site administrator will notify the Public Relations Personnel and he/she will arrive at the scene immediately.
2. The Public Relations Personnel will designate an official spokesperson.
3. Community members are relying on the media to inform them of events as they happen. Do not alienate them by being abrupt or simply saying “no comment.” Rather than answer “no comment” you might say, “I can’t share that information with you at this time.”

### B. If you must answer questions before the Public Relations Personnel arrives

#### **REMEMBER:**

In an effort to keep the public informed about this crisis while maintaining the educational process and student privacy, the following suggestions are presented:

1. Prepare basic facts truthfully, clearly, and concisely in writing for your own use. Give factual information only; not opinions.
2. **DO NOT** identify students by name nor give names of victims until families have been notified. Facts should include who, what, when, where, why, and how. For example, you might say “Two of our students were assaulted by three unknown assailants on the Brownlee parking lot about 9:30 a.m. Their condition is unknown at this time. Students were transported to the hospital by ambulance. Parents have been notified. The incident is under investigation by police officials. The next information will originate from the Memphis Police Department.”
3. Employees do have rights. Do not make even the slightest suggestion that an employee might be at fault.
4. Speak calmly and objectively. Do not overreact, even if provoked. Remain cool and courteous. You know more about the situation than the media, and you have a home court advantage.
5. Do not feel compelled to respond to emotional charges. The same facts must be used consistently with all media.
6. Listen carefully to the question the reporter is asking, and specifically answer that question only. Don’t allow the reporter to change your topic in mid-sentence. If possible state policy about how the situation is handled.
7. If relevant questions are asked, feel comfortable in responding that the question is not pertinent to the issue and move to a new thought.

## **COMMUNICATING WITH THE MEDIA(cont.)**

8. After you provide information to the media, keep a media log recording the statement and the person to whom you spoke. Reporters are under a deadline but no deadline is so important that it is worth making an inaccurate statement.
9. If you don't know how to answer a question, say so. However, offer to find out and let the person know soon as possible. Then do so.
10. If a reporter asks several questions at once, say something like, "You've asked me several questions here... where would you like me to begin?"

In the case of a major disaster a Communications Center will be set up to provide regular written updates that will be available to the media.

## **BOMBS AND SUSPICIOUS DEVICES**

### **I. THE PRESIDENT OR DESIGNEE WILL:**

- A. Direct students, faculty, and staff are not to touch any suspicious device or object found on the premises. Some will explode with the slightest movement. Evacuate students and personnel from the immediate area.
- B. Turn off two-way radios. Do not key microphones.
- C. Keep loud noise to a minimum –device may be sensitive.
- D. Restrict the use of telephones to urgent business only.
- E. Call police (**911**) and give them available information. A bomb demolition expert, and search personnel will be dispatched within minutes.
- F. Notify the Campus Safety Office, emergency phone numbers **301-7340** and **435-1464.**
- G. Meet police officials and supply pertinent information as requested.

### **II. THE SAFETY OFFICE WILL:**

- A. Dispatch police
- B. Notify appropriate personnel and administrators.

## BOMB THREATS

### THE SITE ADMINISTRATOR OR DESIGNEE WILL:

- A. Instruct those who receive a bomb threat to record the exact statement made by the caller on the bomb threat. The terminology and expressions and whether male or female are of definite significance, as are any other clues which may be obtained. It is important to know the locale of the bomb, whether it is in the building or outside.
- B. Instruct the recipient of a bomb threat to:
  - Keep caller on line as long as possible. Ask when bomb is scheduled to explode and where it is located.
  - As soon as the call is completed, the recipient should write down approximate age and probable sex and race. Note other facts such as accent, background noise, caller intoxicated, etc.
  - The recipient of the call should immediately notify the President or his designee.
  - Telephone the Memphis Police Department, 911 and provide all available information.
  - Alert the Safety Office-, which will also contact the police.
  - Be aware that one would most likely conceal a bomb inside the building in an area easily accessible to students (lockers, halls, foyers, etc.).**ANY EVACUATION WHICH REQUIRES STUDENTS TO MOVE THROUGH THOSE AREAS MIGHT INCREASE THE RISKS OF INJURY DURING DETONATION.** Also, the movement of a large number of individuals could jar the device and detonate the explosive.
  - Contain students inside classrooms for protection.
  - After the Police Department arrives, **MAKE A DECISION** as to whether a search is to be conducted. (Students should remain in class during the search, unless bomb squad directs otherwise.
  - Notify Safety and maintenance for assistance as needed.



## **CONDITIONS THAT MAY REQUIRE EMERGENCY CLOSINGS OF THE COLLEGE**

- Snow Storms
- Icing on street or Ice Storms
- Prolonged effects of air-borne hazardous chemicals
- Prolonged effects of gas leaks
- Prolonged interruption of water supply
- Prolonged loss of electrical power
- Fire
- Explosion
- Discovery of structural damage to building
- Emergency declared by Health Department
- Earthquake
- Tornado
- Terrorist Attacks
- Work Stoppage

## CRIMINAL ACTIVITIES

There can be a fine line of distinction between a situation that is reportable incident to the Memphis Police Department and a situation that may be handled administratively. **IF THERE IS ANY DOUBT ABOUT THE SERIOUSNESS OF THE SITUATION, THE POLICE SHOULD BE NOTIFIED.** The Campus Safety Division will summon the police.

Whenever the police are called to school for any reason, the President or his designee should notify Campus Safety. When possible, all persons suspected to be involved in the law violation should be detained for the investigating officers.

### ACTS THAT **MUST** BE REPORTED TO THE POLICE

- Bomb Threats
- Burglaries
- Larceny of school property
- Arson
- Criminal Assault
- Aggravated Assault
- Carrying a Weapon
- Woundings
- Bomb Threats
- Any other acts that under State Law could result in felony charge.

### ACTS THAT MAY BE HANDLED ADMINISTRATIVELY OR REPORTED TO THE POLICE, DEPENDING ON THE SITUATION

- Larceny of personal property
- Fighting
- Trespassing
- Vandalism

## SHOOTING ON CAMPUS

In recent years, violence in the form of mass homicides, shootings, robberies and kidnappings has increased.

### **THE PRESIDENT/DESIGNEE WILL:**

1. Notify the Security Department and 911 immediately.
2. Give the location, and if the suspect is still on scene to 911 Operator.
3. Contact Public Relations to communicate with media personnel.

### **THE CAMPUS SAFETY OFFICE WILL:**

1. Gather information on the suspect race, sex, clothing, height, vehicle description etc...
2. Secure the scene, handle crowd control and clear spectators.
3. Direct emergency responders to a secure location.
4. Keep all key personnel updated on new information.
5. Notify all agencies necessary of the suspect's direction of travel.
6. Ensure student safety Lock down the campus.

## KIDNAPPING

After ascertaining that a kidnapping has occurred. **THE PRESIDENT OR DESIGNEE WILL:**

Call 911

Notify Campus Safety Office at 301-7340

Notify parent or legal guardian.

Notify the Communications Office, if applicable.

**DO NOT** release any information to the media unless instructed otherwise by the president or designee.

## DISTURBANCES- DEMONSTRATIONS

Prevention of possible disturbances through sound and relevant educational programs and open lines of communication is essential and should be the prime concern of each administrator.

The President or his/her designee must meet any activity that interrupts the normal school day positively and aggressively. Disorder uncontrolled can only lead to a further breakdown in normal school activities. If a situation develops that cannot be controlled fully and effectively, then it is imperative to request assistance from sources outside the school, including the Memphis Police Department.

### A. STUDENT DISTURBANCES

1. Make every effort to isolate the group involved in the disturbance.
2. Identify leaders and observe their actions.
3. Discontinue class movement until the situation is under control.
4. If the situation is beyond control, call for the Memphis Police Department. The ranking officer on the scene assumes full tactical authority until disorder is controlled and the school resumes normal activities.
5. Have designated staff members control entry to the office, access to protect student records, and control entry to the school buildings.
6. Notify Campus Safety at 301-7340. Notify the President/designee at 435-1676.
7. If the situation precludes continuation of classes, the president should make a decision to close the school.
8. Campus staff members should closely supervise all dismissals.

## **DISTURBANCES-DEMONSTRATIONS (CON'T)**

### **ADULT DISTURBANCES**

Administrators may not suppress or restrain any **lawful** activity, either on or off the campus. Any individual, or group, has the right to be heard and to demonstrate peaceably and lawfully. However, no individual or group may interfere with the normal campus operation nor impede the flow of students or staff to or from a school facility.

1. Demonstrators should remain off school property. They may not block driveways or walkways.
2. If any attempt is made to interfere with normal school activities, the president or his/her designee should order the individual or group to cease illegal activity.
3. If there is no immediate favorable response, notify the Memphis Police Department.
4. Observe actions and attempt to identify leaders in the event of arrests and prosecution.
5. Notify the Campus Safety Department at 301-7340.

## **DRUG-ALCOHOL ABUSE**

### **DRUGS**

The use, sale or possession of illegal drugs at LeMoyne-Owen College must always be reported to the police.

1. Notify the police at 545-2677.
2. Detain the person, or persons involved for the investigating officers. (This should be done by the Safety Department).
3. Release all confiscated contraband to the arresting officer. Be sure to gather the arresting officer's name and badge number.
4. Notify the President/designee at 435-1676.
5. Notify the Campus Safety Department at 435-1464.

### **ALCOHOL**

The use and/or possession of alcohol may be handled administratively or reported to the police depending on the situation. The sale of alcohol on a school campus should always be reported to the police.

For sale of alcohol

1. Telephone the Memphis Police Department at 545-2677.
2. Detain the person, or persons, involved for the investigating officers.
3. Confiscate the alcohol and release it to the arresting officer upon request.
4. Notify the President/designee at 435-1676.
5. Notify the Campus Safety Department at 435-1464.

## **ELECTRICAL STORMS**

### **THE PRESIDENT OR DESIGNEE WILL DIRECT STUDENTS AND/OR STAFF TO:**

- A. Stay away from open areas and find shelter in an enclosed building as quickly as possible upon the approach of the storm.
- B. Stay indoors and not venture outside unless absolutely necessary.
- C. Stay away from open doors and windows, metal objects, electrical appliances and trees, until the storm has passed.
- D. Leave the water during swimming pool events.
- E. Notify Security for assistance as needed-435-1464.
- F. Do not seek shelter under trees, or near wire fences.
- G. Do not use the telephone during the storm; lightning may strike telephone lines outside.
- H. Do not handle flammable materials in open containers.

## **EMERGENCY CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER DURING SCHOOL HOURS**

If inclement weather should develop during school hours, the president or designee will make a decision whether or not to close the college.

The college will maintain a 24-Hour Communications Center (435-1464 Safety Dept) to inform students, faculty, and staff when the school will re-open for classes. In addition students, faculty, and staff should monitor local newscasts for information regarding cancellations or openings.

## **INCLEMENT WEATHER PRIOR TO SCHOOL OPENING**

Should ice or snow conditions develop prior to the opening of school; a recommendation will be made by the President or designee regarding the closing of school. In the event the recommendation is made to close the college Public Relations Personnel should notify the media.

### **A. Employee Responsibility to be Informed**

1. It is every employee's responsibility to listen to the radio or television whenever announcements are imminent regarding emergencies.
2. Local radio and television stations will be notified of the decision.
3. All supervisory, custodial, maintenance and security employees of the college will report for work as usual. (Academic Dean & Student Affairs will make the final decision).
4. All activities scheduled to be at the college will be canceled.

## **EVACUATION PLAN FOR DISABLED STUDENTS AND FACULTY**

The following recommendations should help develop a plan to meet school site needs.

1. The college should maintain an up-to-date list of disabled students and/or faculty with their specific needs.
2. Specified able-bodied adults must be assigned to each disabled student and/or faculty member. The number of able-bodied adults must be sufficient to assure the safe and timely evacuation of the disabled person(s). In addition, specified able-bodied adults must be assigned as back-up persons in case of absences or injury.
3. Students and faculty on the ground level follow the established site routes for emergency evacuation, accompanied by site administration.
4. Students and/or faculty with disabilities who are on upper floors during the emergency will be assembled as close to the elevator as possible. NOTE: Elevators should not be operated during an emergency. Firefighters or some authorized personnel must decide if the elevator can be operated during an emergency.
5. If the elevator can not be used, firefighters or previously assigned personnel must carry the physically disabled students and/or faculty to safety.
6. Evacuation drills must be scheduled periodically in order to familiarize able-bodied staff, as well as disabled students and/or faculty with their roles during an emergency evacuation.
7. Emergency plans for the disabled must be reviewed periodically so that recently enrolled disabled students and/or newly assigned disabled faculty will be informed on what to do during an emergency.
8. Alternate evacuation routes should be identified and also used, so that the students and faculty would be familiar with other exit routes during an emergency.



## **FIRE DRILLS**

### **THE COMPLIANCE OFFICE & SAFETY WILL CONDUCT FIRE DRILL AS FOLLOWS:**

Fire drills shall be held every semester. It is recommended that school administration hold at least two exit fire drills during the spring and fall semesters in order for students to become familiar with evacuation procedures.

A record of all fire drills shall be kept on the premises and shall be available to the fire inspector upon requests. Records shall include but not be limited to, the time and date of the drill, number of occupants evacuated and the total time for evacuation. Since campus buildings are set up with different alarm systems each building would have to be tested separately.

The building fire alarm shall be operated during the drill to familiarize all occupants with the distinctive sound of the fire alarm. Since the college is not equipped with a P.A. System e mail or flyers beforehand will notify the college community.

## **FIRE OR EXPLOSION**

### **THE PRESIDENT OR DESIGNEE WILL:**

- A. Initiate the regular fire drill procedures immediately-evacuation of building-
- B. Call **911**.
- C. Attend to student safety.
- D. Notify the Security Department- emergency number 435-1464.

### **THE OFFICE OF SECURITY SERVICES WILL:**

- A. Dispatch Fire and Police departments.
- B. Notify Public Relations Office.
- C. Notify all other key personnel on the (suggested membership list).

### **NOTE:**

Fire Alarm Systems are only available in the following buildings.

1. Brownlee Hall
2. GOH
3. Steele Hall
4. Student Center

## **GANG RELATED ACTIVITY**

Although the majority of college students do not participate in gang activity, the action resulting from these incidents which do occur impacts the entire school community. College campuses should be considered a safe/neutral zone within the community.

### **I. Graffiti**

- A. Notify the Safety Office
- B. Photograph the graffiti (optional).
- C. Notify maintenance for removal.
- D. Re-contact Security with any new information.

### **II. “Showing of Colors”/ Apparel, Communication (hand signs, language), Physical Indicator (tattoos). Since colleges have many sororities/fraternities that use colors, signs and tattoos etc... these are not to be mistaken for gang activities.**

#### **A. Non- threatening incidents**

- 1. Notify Campus Safety so there will be a record of the incident.

#### **B. Threatening ( imminent danger) or rumors**

- 1. Notify Campus Safety and/or police.

School staff should remain firm, and consistent with handling gang activity involvement. Any college student identified as having involvement with gang activity will be reported to the Judiciary Counsel.

## GAS LEAK

Natural gas leaks with odor in the building may occur and bring the danger of explosion. (Natural gas rises and will often be outside because most gas lines are located on the outside of a building). Natural gas is mixed with Mercaptan to give it odor. If the odor is detected in the building and it has been determined that the facility is unsafe, **THE PRESIDENT OR DESIGNEE WILL:**

- A. Call Memphis Light Gas and Water or Memphis Fire Department.
- B. Do not turn on lights or electrical appliances and notify building occupants of the same.
- C. Attend to student safety.
- D. Notify the Campus Safety Department at 435-1464.

**THE SECURITY OFFICE WILL:**

- A. Evacuate the Facility
- B. Dispatch Police.
- C. Notify the Public Relations Office.
- D. Notify all other key personnel on the (suggested membership list).

## HAZARDOUS MATERIALS INCIDENT

LeMoyne-Owen College is in the district, which are at risk from the effects of both in-house and community-wide hazardous or toxic materials accidents. Such accidents may result in a need for the President to take immediate action. The action to be taken will depend on whether the incident is on-site or in close proximity to the school.

1. For “in-house accidents” evacuate students outside the building on campus grounds to a safe location to an upwind from the accident site or,
2. For external accidents, sealing the building (windows/doors), shut off air handling equipment if it ingests outside air, and remain inside the building until the emergency has been resolved.

Emergency response personnel will normally instruct the President/designee to take the action deemed most appropriate (Fire Department or Police Department).

If danger is imminent, and emergency response personnel have not yet arrived, the President/designee must decide the appropriate action.

Follow-up action will be determined by emergency response personnel in coordination with school officials and may include, but is not limited to:

1. Dispatching emergency response personnel to facilitate evacuation.
2. Determine a relocation point in the event of evacuation,
3. Releasing the information to the press/public.
4. Dispatching a coordinator to the (EOC) Emergency Operations Center as necessary.
5. Dispatching personnel from contracted hazardous waste response, clean-up or disposal firm.

## **HAZARDOUS MATERIALS INCIDENT (CON'T)**

### **THE PRESIDENT/DESIGNEE WILL:**

- A. Alert the Operations/ Maintenance Personnel to shut off any air handling equipment and be prepared to seal outside doors with duct tape.
- B. Alert faculty and staff to close windows and external doors and to prepare for emergency action.
- C. Appoint a designee to stay by the telephone until emergency action is determined.
- D. Be available to talk to emergency response personnel.
- E. Notify the Campus Safety Department at 435-1464.

### **THE CAMPUS SAFETY OFFICE WILL:**

- A. Dispatch Police and Emergency Management Agency.
- B. Notify all key personnel on (suggested membership lists).
- C. Dispatch needed medical assistance.
- D. Contact the Public Relations Office.
- E. Send personnel needed to assist in relocation.
- F. Dispatching hazardous waste response, clean-up or disposal firm.

## **NATURAL DEATH OF A STUDENT OR EMPLOYEE**

### **IMMEDIATE ACTION**

1. Notify Campus Safety at 435-1464
2. Establish communication with the campus Counseling Department.
3. Be knowledgeable as possible about factual information surrounding the death.
4. Faculty members should be informed and advised what to tell students.
5. Contact the Public Relations Office regarding information for the media (when applicable).
6. Notify Memphis Police Department if the death occurs on campus.

### **REFERRALS**

1. Alert staff to refer students (close friends, classmates, family members) who are having problems coping.
2. Utilize campus-counseling staff to provide support to students and faculty as needed  
Following the death, continue to be alert to needs to students and faculty.

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## **SERIOUS ILLNESS, INJURY OR DEATH OF A STUDENT OR EMPLOYEE WHILE ON TRIP OR EXTRACURRICULAR ACTIVITY**

### **THE SPONSORS OF THE ACTIVITY WILL:**

- A. Immediately call the emergency police number (911) and
  1. provide self-identification.
  2. give location and address of activity.
  3. state type of injury.
  4. relate the number of victims.
  5. request ambulance(s)
  
- B. Call President/designee if not available, contact the Campus Safety Department.

### **THE PRESIDENT OR DESIGNEE WILL NOTIFY THE FOLLOWING**

- A. Contact the Campus Safety Department at 435-1464.

## **SERIOUS INJURY OR DEATH OF A STUDENT OR EMPLOYEE AT SCHOOL DUE TO CRIMINAL ACTIVITY**

### **THE PRESIDENT OR DESIGNEE WILL FOLLOW APPROPRIATE STEPS:**

- A. Call the Police Department's emergency number (911) and give the following Information:
  1. Self-identification
  2. Details, including type of weapon, if any
  3. Location of injured if known
  4. Number of victims
  5. Type of injuries if known
  6. Request for ambulance
  7. Names, description and location of suspect
  8. Description and license
  9. CALL THE CAMPUS SAFETY DEPARTMENT 435-1464.

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**SERIOUS INJURY OR DEATH OF A STUDENT OR  
EMPLOYEE AT SCHOOL DUE TO CRIMINAL ACTIVITY  
(CON'T)**

**NOTIFICATION:**

- A. Notify the parent or guardian in case of injury.  
Furnish name, address, and phone number of parent, guardian or nearest relative to medical examiner or police officer.

**DESIGNATE A PERSON TO PERFORM THESE DUTIES:**

- A. 1. Meet with the Police Department, and/or ambulance at the proper location.  
2. Direct officers and ambulance to the scene.  
3. Designate a different person to isolate witnesses and perpetrators under adult supervision.  
4. Notify the Public Relations Office, if applicable.  
5. Notify the campus Counseling Center.

**SERIOUS INJURY OR MEDICAL PROBLEM SUFFERED  
BY EMPLOYEE AND/OR STUDENT AT SCHOOL**

**THE PRESIDENT OR DESIGNEE WILL:**

- A. Call 911 for an ambulance and notify appropriate campus Medical Staff.  
B. Notify the Campus Safety Department at 435-1464.  
C. Notify the campus Counseling Center.



## RAPE/SEXUAL ASSAULT

The following procedures **MUST** be followed when an individual reports that they have been the victim of a sexual assault, attempted rape:

1. Contact the Campus Safety Office immediately. They will assist in calling the Memphis Police Department. Contact Campus Administration and the Dean of Students.
2. **DO** contact the parent(s).
3. **DO NOT** investigate beyond who, what, when, where.
4. **DO NOT** bring witnesses together.
5. **DO NOT** ask witnesses to write down their stories.
6. **DO NOT** contact the alleged offender.
7. **DO NOT** bring the victim and the alleged offender in together.
8. When the alleged offender(s) is a **STUDENT (S)**, also contact the Judiciary Counsel/Dean of Students regarding the extent/type of data needed to affect a suspension.
9. When the alleged offender is a school **EMPLOYEE**, also contact the President/designee and Human Resources.

Obviously, certain situations will require immediate contact with police, ambulance etc...

In those emergency cases, the President/designee should make appropriate call(s).

Human Resources.....	435-1601
Student Affairs.....	435-1734
Campus Safety Department.....	435-1464
Counseling Services.....	435-1732/1738
Dean of Students.....	435-1731

## **SEVERE PHYSICAL /SEXUAL ABUSE**

### REPORTING PROCEDURES

The following procedures **MUST** be followed if you suspect physical or sexual abuse.

A. If the alleged offender is **NOT** associated with the school **AND** the abuse/attack did **NOT** occur at school or at a school sponsored activity:

1. Notify the Campus Safety Department Immediately.
2. Do **NOT** investigate beyond who, what, when, where.
3. Do **NOT** contact the parent(s).
4. Do **NOT** contact the alleged offender.

B. When the alleged offender is a **STUDENT**, or a **SCHOOL EMPLOYEE**::

1. Contact the Campus Safety Department immediately. They will assist in calling the Police Department.
2. Do **NOT** investigate beyond who, what, when, where.
3. Do **NOT** bring witnesses together.
4. Do **NOT** ask witnesses to write down their stories.
5. Do **NOT** contact the alleged offender.
6. Do **NOT** bring the victim and the alleged offender in together.
7. Do **NOT** contact the parent(s).
8. When the alleged offender(s) is a **STUDENT(s)**, also contact the Judiciary Counsel regarding extent/type of data needed to effect a suspension.
9. When the alleged offender is a school **EMPLOYEE**, also contact the President/designee and Human Resources.

C. **WHEN THE ATTACK/ABUSE OCCURS AT SCHOOL** or at a school sponsored activity, contact the Campus Safety Department **IMMEDIATELY**. Follow procedures outlined in paragraph B (1-9).

Obviously, certain situations will require immediate contact with police or ambulance etc... In those cases, the President should make the appropriate call(s).

Human Resources.....	435-1601
Student Affairs.....	435-1734
Campus Safety Department.....	435-1464

## **STALKING**

### **REPORTING PROCEDURES**

The following procedures **MUST** be followed when an individual reports that they are being stalked:

1. Contact the Campus Safety Office immediately. They will assist in calling the Memphis Police Department. Contact Campus Counseling Department.

#### **THE CAMPUS SAFETY OFFICE WILL:**

- A. Contact Campus Administration.
- B. Maintain a log of stalking-related incidents and behaviors.
- C. Record any information such as restraining orders, divorce, and child custody or criminal prosecution.
- D. Log any harassing telephone calls, letters, e-mail messages, and acts of vandalism or threats.
- E. Record any information if outside law enforcement is called. (Such as Officer's name and badge number).
- F. Request a copy of the written police report for your records.
- G. Will not introduce evidence or share information with the offender.
- H. Provide personal escorts for the victim.

## **DOMESTIC AND WORKPLACE VIOLENCE**

Violence, threats, harassment, intimidation and other disruptive behavior will not be tolerated. All reported incidents are taken seriously and are dealt with appropriately. Refer to (LOCSEC 200.01)

### **THE PRESIDENT/DESIGNEE WILL:**

- A. Notify the Security Department and 911 immediately.
- B. Give the location and if any suspects are still on scene to the 911 Operator.
- C. Contact Public Relations to communicate with media personnel.
- D. Suspend the offender pending investigation. (Work with Judicial Counsel).  
Refer the suspect to immediate counseling services.

### **THE SECURITY OFFICE WILL:**

- A. Contact Human Resources and Counseling Services and (Campus Medical) if needed.
- B. Investigate the situation until outside law enforcement arrives.
- C. Secure the area and remove spectators.
- D. Document all threats, and any targeted persons. Gather information on the suspect(s).
- E. Ensure student safety.

## **SEVERE WEATHER WATCH OR WARNING**

The National Weather Service issues the announcement of severe weather watch or warning. A severe watch is advance notice of conditions that are favorable for such an event. A severe weather warning is notification that severe weather conditions are imminent based on all available weather information. When severe weather warnings are issued, conditions may be such that severe weather warning sirens are activated.

### **A. THE PRESIDENT/DESIGNEE WILL:**

1. Keep a close watch on cloud conditions in the vicinity of the school during weather watch or warning period and take action only if a tornado forms close to the school.
2. If a tornado forms, the President or his/her designee should take action without instructions from anyone. (Refer to paragraph under Tornado Response)

## **TORNADO RESPONSE**

### **THE PRESIDENT/DESIGNEE WILL:**

- A. Notify all key personnel (suggested membership list) to have all building occupants go to the lowest floor in each building.

Notify Security for assistance with notifications.

Attend to student safety.

Notify maintenance and janitorial personnel to assist with notifications.

### **B. THE CAMPUS SAFETY OFFICE WILL:**

Notify appropriate key personnel (suggested membership list).  
Discourage students, faculty, and staff from going outside.

## **TORNADO/ DRILLS**

- A. Conduct one tornado drill every three months.
- B. Familiarize all occupants with evacuation procedures.
- C. Designate a warning signal to indicate a tornado drill. A battery operated bullhorn; loud whistle or even a bell may be used.
- D. Designate someone to assume leadership in an emergency.

- E. Keep weather alert radio available so latest emergency statements can be monitored. (Available in the Safety Department).
- F. DO NOT use auditoriums, gymnasiums or large rooms that do not have considerable inner supports.
- G. Transfer students housed in wooden or unstable structures into the main building.
- H. Select windowless rooms if at all possible.
- I. Select hallways in the inner area of the building, but avoid hallways, which open to the outside.
- J. Instruct staff to instruct all students to assume a position that affords the best protection. (Sitting with knees up, head down, and hands covering the head is best). A kneeling position can be used if space is limited.
- K. Keep groups together until authorized to move back to classrooms or elsewhere.

### **AREAS OF DESIGNATED SHELTER**

#### **BASEMENT OF:**

- A. Brownlee Hall near the women's restroom.
- B. Steele Hall inside B-08 Music Room.
- C. Alma C. Hanson Student Center inside Little Theater
- D. Gibson-Orgill Hall inside of GOH 111
- E. Hollis F. Price Library inside stairwell rooms.
- F. Bruce Hall ( Gym) Inner Hallway/Locker Room
- G. Sweeney Hall/Basement Area
- H. 802 Walker Avenue (lowest level away from windows)
- I. Middle College Office- seek shelter in GOH 111

## **SUICIDE ATTEMPT OR COMPLETION ON CAMPUS**

### **THE PRESIDENT OR DESIGNEE WILL:**

- A. Treat attempted suicide as a medical emergency and call 911.
  - B. Contact the Security Department.
1. Should the suicide be completed, designate a person (Campus Safety) to secure the area until arrival of police and other responding units.
  2. Furnish name, address, and phone number of parent, guardian or nearest relative to medical examiner or police.
  3. Ensure that support services are available for students through the campus Counseling Center.

4. Have Public Relations designate a spokesperson for the media in the event the President is not available.

#### POSTVENTION STRATEGIES

- A. Schedule faculty meeting as soon as possible after the suicide occurs to ensure that all are informed of facts surrounding the incident.
- B. Advise the faculty of the media procedures.
- C. Discuss with faculty the need for them to set a tone of caring and listening, yet business as usual.
- D. Continue class schedules with as little change as possible.
- E. Counselors may provide limited factual information about the suicide to students.
- F. Identify high-risk students to refer for counseling.**
  1. friends of deceased
  2. relatives of the deceased
  3. students who have experienced a recent death in the family or circle of friends.
  4. Any student(s) who participated in any way (wrote suicide note or provided means for suicide).
  5. students who appear guilty (recently had argument or fight with the deceased)
  6. any student who knew of suicide plans and kept it a secret or did not take the person seriously
  7. any student(s) who has a personal history of suicide threats or attempts

## **SUICIDE ATTEMPT OR COMPLETION ON CAMPUS (CON'T)**

#### POSTVENTION STRATEGIES

- G. Encourage students to remain at school to utilize available support services.
  1. **DO NOT** allow peer counseling
  2. **DO NOT** have mass meetings or assemblies of students after suicide
  3. **DO NOT** have a memorial service or do anything that might glamorize suicide.

## SUICIDE THREATS

### SUICIDE THREAT CHECKLIST

#### **DO:**

1. Contact the campus Counseling Center or Student Affairs immediately.
2. Contact the Campus Safety Department.
3. Remain calm. Stay with the student.
4. Get vital information if possible (name, address, home phone number, parent's work number).
5. Clear others from the scene.
6. Assure the student that he/she has done the right thing by talking. Assure the student that emergency help is coming. Tell the student that there are options available.
7. Contact parents to inform of the situation.

#### **DO NOT:**

- 1.**DO NOT** ignore your intuitions if suicide is suspected.
- 2.**DO NOT** minimize the student's threat. Take it seriously.
- 3.**DO NOT** leave the student.
- 4.**DO NOT** lose patience with the student.
- 5.**DO NOT** argue with the student about whether suicide is right or wrong.
- 6.**DO NOT** promise confidentiality. Instead promise help.
- 7.**DO NOT** discuss the incident with other students.

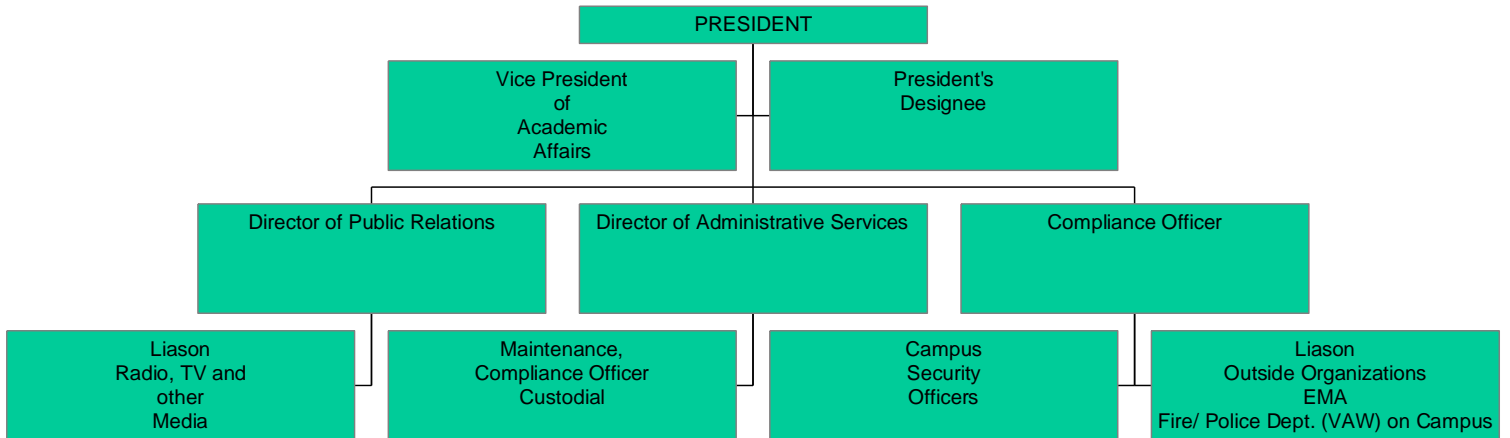
## DIRECTORY OF EMERGENCY TELEPHONE NUMBERS (901)

EMERGENCY MEDICAL SERVICE	911
FIRE DEPARTMENT	911 or 458-3311
HAZARDOUS MATERIALS	320-5368
MEMPHIS LIGHT GAS AND WATER	528-4725
EMERGENCY MANAGEMENT AGENCY	528-2780
POLICE DEPARTMENT	911 or 545-2677
AMERICAN RED CROSS	726-1690
WEAPONS HOTLINE	528-2274
NATIONAL WEATHER SERVICE	332-3979
RAPE ABUSE NETWORK	800 -656-4673
CAMPUS SAFETY	435-1464
MAINTENANCE DEPARTMENT	435-1470



ADMINISTRATIVE SERVICES	435-1450/435-1451
PRESIDENT'S OFFICE	435-1676
COUNSELING SERVICES	435-1733/435-1732
STUDENT AFFAIRS	435-1734
COMPLIANCE OFFICER	435-1465/679-6967
MIDDLE COLLEGE	435-1766

## CAMPUS EMERGENCY RESOURCE TEAM



# TERRORIST THREAT LEVELS

## Low Condition

### Green

Low risk of terrorist attacks. The following Protective Measures may be applied:

- Refining and exercising preplanned Protective Measures
- Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures; and
- Regularly assessing facilities for vulnerabilities and taking measures to reduce them.

## Guarded Condition

### Blue

General risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with necessary information.

## Elevated Condition

### Yellow

Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Increasing surveillance of critical locations;
- Coordinating emergency plans with nearby jurisdictions;
- Assessing further refinement of Protective Measures within the context of the current threat information; and
- Implementing, as appropriate, contingency and emergency response plans.

## High Condition

Orange High risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies;
- Taking additional precaution at public events;
- Preparing to work at an alternate site or with a dispersed workforce; and Restricting access to essential personnel only.

## Severe Condition Red

Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Assigning emergency response personnel and pre-positioning specially trained teams; Monitoring, redirecting or constraining transportation systems;
- Closing public and government facilities; and
- Increasing or redirecting personnel to address critical emergency needs.



# **EOC (EMERGENCY OPERATIONS CENTER) LOCATIONS**

**Academic Affairs Office on Hollis Price (First Choice)  
LOC Room in the WWRC (Second Choice)**

## **Disaster Supplies**

**WATER- Bottled**

**FOOD- Coffee, Tea**

**SANITATION- Garbage bags, toilet paper, towels, bleach**

**UTILITY- Markers, small zip lock bags, duct tape, multi function knife, candles, portable radio, flashlights, list of telephone numbers, dust masks**

**COMMUNICATION EQUIPMENT- Personnel involved with the Disaster Response Team should provide – Cellular Phones, (2-Way Radios -Provided by Security) Lap Top Computers, Bull Horns etc.**

## **EMERGENCY NOTIFICATION ROSTER**

This roster is to be followed when notifying key personnel. The individual you contact will provide you with instructions on what needs to be done. **(901) Area Code**

### **CRIMINAL OFFENSES**

Compliance Manager \***EXT. 1465**  
Campus Safety \***901-435-7340**

### **BOMB THREAT**

Memphis Police \***901-545-2677**  
Compliance Manager \***EXT 1465**  
Plant Director \***301-0460**  
Administration \***EXT 1450**  
President's Office \***EXT 1676**

### **POWER FAILURE**

Plant Director \***301-0460**  
Maintenance \* **EXT 1471**  
MLG&W - **901-528-4465**  
Compliance Manager \***EXT 1465**  
Information Systems \* **EXT 1627**

### **FIRE /WATER FLOW**

Compliance Manager\* **EXT 1465**  
Plant Director \* **901-301-0460**

Maintenance \* **EXT 1471**  
Administration \* **EXT 1450**  
Housekeeping Sup.\* **EXT 1468**  
Media Services \* **EXT 1539**  
Information System \* **EXT 1627**

**CHEMICAL SPILL**

Compliance Manager\* **EXT 1465**  
Plant Director \* **301-0460**  
Administration \* **EXT 1450**  
President's Office \***EXT 1676**  
Housekeeping Sup. \***EXT 1468**  
Media Services \* **EXT 1539**

## **Terrorists Attacks**

The following summarizes the major operations in response to a terrorist attack. Detailed response actions are as follows:

When a local terrorist attack has occurred, the campus wide notification system will be activated for alerting the campus community of road conditions, potential hazards and public announcements.

Full or partial activation of the LeMoyne-Owen College Emergency Operations Center (EOC) will depend upon damage to the college and potential hazards.

In the event of major damage to the college, damage assessment teams will be sent to survey the campus for injured persons, building damage, chemical and electrical hazards and resource requirements. Assessment teams will continue until all campus buildings are identified safe for reentry.

Rescue operations may be required to assist trapped and injured persons. Emergency medical care would be provided to injured persons. Food and shelter may be provided until the campus is restored to normal operations.

Classes may be canceled and protective measures will be taken. Extensive damage or threats may require the campus to be evacuated. Students, faculty and staff will be notified by public announcements, telephone calls or signs of the necessity to evacuate.

If evacuation is not possible, shelter facilities will be announced. The shelter coordinator will register the people in the shelter and maintain a log of activities.

## **Damage Assessment**

A major problem following a disastrous event is collecting and analyzing information on the nature, severity, and extent of damage. The information will provide officials a logical basis for their response decisions.

### Concept of Operation

Following a disaster, campus assessment teams will promptly conduct a rapid reconnaissance of affected areas to determine the extent of damage, and will report it to the college officials. The information will then be reported to the Emergency Operations Center.

Campus damage reconnaissance usually will be accomplished through ground surveys and will require the observation and reporting of damage, casualties, status of risk areas, and other facts necessary for executive decision.

Flash Reports- The first reports to be submitted by campus officials will be flash reports. These will be verbal reports, with the first being submitted as quickly as possible following a disaster.

Situation Reports- A more refined and detailed report will be prepared and submitted as requested. This report will define affected areas, identify closed roads, estimate casualties, and provide other essential information.

### **BUILDING EVACUATIONS**

**Brownlee Hall- First Floor Personnel – Exit through the East end door and walk around to the parking lot.**

**Second Floor Personnel- Exit through the West end door and walk around to the student parking lot.**

**Hollis Price Library- First, Second and Third Floor will exit through the main North door and will walk out to Hollis Price Street.**

**Steele Hall- Basement, First and Second Floor will exit through the first floor West door and walk out on Hollis Price.**

**GOH Building- First and Second floors will exit out of the South doors and will walk down the stairs to the open area behind Bruce Hall.**

**Third and Fourth Floors will exit out of the North end and will walk down to Walker Street.**

**Middle College- Exit out of the front door, down the stairs and go toward the tennis court and track area.**

**Student Center- First Floor will exit out of the South door and walk out to Saxon Street.**

**Second Floor will exit out of the North door and walk out to the faculty staff parking lot.**

**Sweeney Hall will exit out of the West door and down the stairs to Walker Street.**

**Bruce Hall Gym –Basement will exit out of the lower South door out into the open area.**

**First floor will exit out of the North door and walk out to Walker Avenue.**

**Saxon Dorms- will exit out of the front doors and will walk to the student parking lot East of the Counseling Center.**

**Neptune I and II- will exit out of the front door and will walk out on Neptune across from the dorms.**

**Perimeter Properties- will need to exit through front doors and stand across the street from your offices.**

**This is a basic evacuation, it may change if damage is done and doors are blocked. Please pay close attention to instructions given when evacuating campus buildings.**

## **CAMPUS NOTIFICATION AND WARNING SYSTEM**

The Compliance Officer has the primary responsibility for promptly notifying the campus community when warranted by an emergency situation. Notification of the community will involve both warning that an emergency condition exists and the issuance of appropriate instructions.

The Security Office is the primary point on campus for receipt of warnings from local and state officials. Warnings may be received via public radio, telephone or other designated agencies.

### **B. Warning and Notification Systems**

Telephone Activation System. In the event of an emergency, the Compliance Officer will notify various areas of the campus (i.e., residence halls) identified in the Campus Emergency Notification List. There is a maximum of 14 personnel to be contacted in the immediate areas. Persons contacted will be given general instructions and advised to assist in implementing appropriate emergency actions for their particular areas of responsibility or general location. The Compliance Officer may request additional telephone calls by those contacted.

Loud Speakers or Voice Command. Notification of the campus community can also be made through the use of mobile vehicles and hand-held public address units. Emergency personnel will also make on-site voice commands.

Campus Bell and Fire Alarm Systems Notification of the campus community can be made by ringing the bell, and activating the Fire Alarms in campus buildings. (In an effort to minimize



confusion on campus it is strongly suggested that the campus bell be used only as an Emergency Notification System until other systems are put in place.)

Citywide Early Warning Systems (Sirens). City of Memphis has a siren system which, when activated, will alert the general public to tune radios to the Emergency Broadcast System (EBS) stations for the receipt of emergency instructions. The initial sounding of the siren system will not necessarily require evacuation of the campus; the initial instructions might include certain protective actions with instructions to listen to the radio or television for further information.

Three sirens are located on South Parkway, Bellevue and McLemore, when activated, can be heard throughout the entire campus.

### **Campus Lock Down**

When the Campus is placed in a lock down status, the following procedures will apply:

- Residential Housing - Proceed to assigned room and lock the door.
- Campus Grounds - Enter the nearest building. Proceed to a classroom or office with a lockable door if possible.
- Classroom/Admin. Buildings - Proceed to a classroom or office with a lockable door if possible.
- Building Officers are responsible for locking exterior doors to their respective buildings.
- RAs/Dorm Coordinators are responsible for locking exterior doors to their respective buildings.
- All non-emergency vehicles will be prohibited from entering the campus.
- Stay away from doors and windows.
- Remain calm and quiet.
- Remain in a secure location until an all clear is given by the Department of Campus Safety.