



Emergency Procedures Manual

Effective September 2010

Preface

This manual has been written to establish policies and procedures for campus emergencies. While the guide does not cover every conceivable emergency that could occur, it does provide basic guidelines to be followed for most campus emergencies. Any requests for procedural changes, suggestions or recommendations are to be submitted in writing to the Vice President of Administration or the Emergency Safety and Services Committee (ESSC) for evaluation and adoption.

EMERGENCY RESPONSE GUIDELINES:

In the Event of a Minor Emergency:

- 1. Contact Campus Security:**
 If on campus: 2222
 If calling from a cell phone or off campus: 476-3061
- 2. Call the Vice President of Administration: 547-1255**

In the Event of a Major or Life-Threatening Emergency:

- 1. Dial 911**
- 2. Notify Security at the earliest opportunity: 2222 or 476-3061**
- 3. Call the Vice President of Administration: 547-1255**

Important Telephone numbers:

Local Emergency Services.....911

Campus Security

On Campus:..... 2222

If Off Campus:.....476-3061

Vice President of Administration.....547-1255

Executive Vice President547-1225

Vice President for Academic Affairs.....547-1275

Counseling Center.....547-1397

Wilson County Emergency Management.....444-8777

Wilson County Mobile Crisis.....1-800-704-2651

Wilson County Health Department444-5325

Poison Control Center.....322-6435

Important Addresses:

Cumberland University	One Cumberland Square	Lebanon, TN 37087
Commons One	250 So. Greenwood St.	Lebanon TN 37087
Commons Two	350 So. Greenwood St.	Lebanon TN 37087
Justin Potter Hall	216 So. Greenwood St.	Lebanon TN 37087
Edward Potter Hall	298 So. Greenwood St.	Lebanon TN 37087
Mary White Hall	307 McClain Avenue	Lebanon TN 37087

NOTE:

Without question, the most important thing to remember when addressing any emergency or crisis situation on campus is that your safety is paramount. The safety of each staff member, faculty member, and student is the top priority in all emergency situations.

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Introduction

1. Purpose

The emergency procedures described in this guide are to help protect Cumberland University lives and property through the effective use of university and community resources. If an emergency cannot be handled by routine measures, the President, Vice President of Administration, or their designee may declare a state of emergency at which time these guidelines may be implemented. Since an emergency may be sudden and without warning; therefore, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. These procedures apply to all personnel, buildings and grounds operated by Cumberland University.

2. Types of emergencies covered by this manual are:

- a) Fire
- b) Severe weather/tornado
- c) Chemical spill
- d) Explosion or airplane crash on campus
- e) Bomb threat
- f) Civil disturbance or demonstrations
- g) Utility failure
- h) Violent or criminal behavior
- i) Medical and first aid
- j) Psychological crises

3. Definition of Emergency

- 1) **Emergency Director:** The Vice President of Administration or his designee serves as the overall Emergency Director during any major emergency or disaster. Members of the Emergency Services and Safety Committee (ESSC) and designated faculty and staff will assist in carrying out emergency procedures. As Chief Executive Officer, the President is apprised of all situations that affect the operation of the institution or pose a threat to personal safety or property.
- 2) **Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University.
- 3) **Major Emergency:** Any incident, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the university. Outside emergency services will probably be required, as well as major policy considerations and decisions will usually be required. If the Vice President of Administration is not available, the Executive Vice President should be contacted and will assume responsibility. In the event that both the Vice President of Administration and the Executive Vice President are not available, the Vice President for Academic Affairs should be contacted and will assume responsibility.

- 4) **Disaster:** Any event or occurrence, which has taken place and has seriously impaired or halted the operations of the university. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to control the situation effectively. Outside emergency services will be essential.
- 5) **Assumptions:** This Emergency Procedure Manual provides a plan for a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:
 - a) An emergency or disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
 - b) The succession of events in an emergency are not predictable, hence published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.

4. Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the President. The Vice President of Administration, the Executive Vice President, or their designee will inform and advise the President and carry out the orders of the President during the emergency situation. During this time, the appropriate procedures to safeguard persons and property, and maintain educational facilities will be implemented.

In the event of earthquakes, fires, storms or major disaster occurring in or about the campus, the Cumberland University administration will work with Wilson County Emergency Management Agency to determine the extent of any damage to university property and what action to be taken.

5. Emergency Command Post

When a major emergency occurs or is eminent, it will be the responsibility of the Emergency Director (aided by ESSC members and designees) to establish and staff an Emergency Command Post. If the emergency involves a large part of the campus, the Emergency Command Post is to be set up in the ground floor of Memorial Hall. If this site is unavailable, the Emergency Director is to select an alternate location. The Emergency Director or his/her designee and at least one ESSC member will staff the Command Post at all times until the emergency situation is over. An office with facilities for emergency teams which is able to accommodate multiple telephones is the most desirable location for the Emergency Command Post.

6. Media Relations

The university has three basic guidelines to observe in crisis situations:

1. Only the President or his designee and the Executive Director of Communications will meet or talk with the media.

2. Only factual information is released. Absolutely no speculation is to be offered.
3. No information will be released that is specific to students, faculty, or staff that results in a breach of privacy until all legal guidelines for such release have been satisfied.

Other Guidelines:

1. All university personnel are notified to report emergencies to the Vice President of Administration. All university personnel reporting emergencies should be reminded not to speak to anyone, especially the media, on behalf of the university.
2. The President and other top administrators are informed immediately of existing emergencies. Complete details are made available to them, including what it is, how it began, who is involved, what is happening now and what help has been called for.
3. The President, the Vice President of Administration, and appropriate members of the university community who are involved in the emergency shall confer to decide on the appropriate action.
4. All calls from the media are referred directly to the Executive Director of Communications.

Responsibilities

1) President

The President, as CEO, should be made aware of emergency situations at the earliest possible opportunity and will assume control/command where necessary.

2) Vice President of Administration

The Vice President of Administration shall act as the Emergency Director and is responsible for the overall direction of campus emergencies.

3) Executive Vice President

If the Vice President of Administration is unavailable, the Executive Vice President or his designee shall act as the Emergency Director and is responsible for the overall direction of campus emergencies.

3) Building Runners

The Vice President of Administration appoints Building Runners at the beginning of each academic year. The duties of Building Runners are:

A. Emergency Preparedness

1. At the beginning of each academic year, Building Runners will be notified and requested to serve by the Vice President of Administration.

2. All Building Runners will attend a training session with the Vice President of Administration at the beginning of each academic year and will be given information that describes the expectations and responsibilities of Building Runners.

B. Emergency Situations

1. Inform all staff and students in their buildings of the emergency conditions.
2. Evaluate impact the emergency has on continued campus operations and take appropriate action. This action may include ceasing operations and initiating building evacuation.

4) Deans and Department Directors

Each Dean and Department Director has the responsibility to:

1. Educate all full-time, part-time, and adjunct employees concerning university emergency procedures.
2. Inform their staff of an emergency and initiate emergency procedures as outlined in this manual.
3. Evaluate their assigned areas to determine the impact a fire or other emergency could have on their facility to the best of their knowledge.
4. Report all safety hazards to the Campus Security and to the Vice President of Administration.
5. Students are informed each academic year that the emergency response guidelines are located on the website.
6. Inform university staff members under their supervision to conform to the relevant emergency and evacuation guidelines during all campus emergencies.

5) ESSC Members

1. During a campus emergency, ESSC Members are available to the Emergency Director to assist as needed.
2. ESSC is responsible for hosting in-service training with university personnel as needed to review these emergency policies and procedures.

Evacuation Procedures

- **In an emergency, call EMS at 911**
- **Be sure to identify yourself and give the location of the emergency.**
- **Notify Campus Security and the Vice President of Administration at the earliest possible opportunity.**
- **If the Vice President of Administration is unavailable, notify the Executive Vice President at the earliest possible opportunity.**

1. Building Evacuation

- a. All building evacuations will occur when an alarm sounds, when a CU Alert message is issued, and/or upon notification by the Emergency Director.
- b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Evacuation routes are posted in each classroom wall near the door.

When classes are in progress, the instructor will be responsible for instructing all students in the classroom to evacuate the building, using the nearest exit. Building Runners will be responsible for insuring that buildings are evacuated.

- c. **ASSIST INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING! The safe evacuation of individuals with disabilities will be a top priority in evacuating the building.**
- d. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- e. **DO NOT RETURN TO AN EVACUATED BUILDING unless you are given the “all clear” signal by the appropriate university personnel. The signal that the staff and students can return to an evacuated building will be initiated by emergency response personnel. Once the Emergency Director receives the “all clear” signal, s/he will communicate this to the Building Runners, who will notify evacuated staff and students that they can return to the building.**
- f. University personnel should request that students stay at a designated area until an accurate headcount is taken. Faculty members will compile a list of students in their classes who are at the evacuation location and give this list to the Emergency Director.

Fire

- **If you spot a fire or smoke that you suspect indicates a fire, call 911.**
 - **Identify yourself.**
 - **Give the location of the fire.**
 - **Notify Campus Security and the Vice President of Administration at the earliest possible opportunity**
 - **If the Vice President of Administration is unavailable, notify the Executive Vice President at the earliest possible opportunity.**
1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
 2. Maintaining the safety of every employee and student on campus is the top priority. Bearing that in mind, if a minor fire appears controllable, call 911 and then use a fire extinguisher to put out the fire. Remember to direct the charge toward the base of the flame. After the fire is extinguished, notify Campus Security unless they are already on the scene of the fire.
 3. If an emergency exists, activate the building alarm. **Caution: The building alarms ring only in some buildings; you must report the fire by phone to Campus Security.**
 4. If a fire is controlled without calling 911, Campus Security should still be notified.
 5. On large fires that do not appear controllable, **IMMEDIATELY call 911**. Then evacuate all rooms, closing all doors to confine fire and reduce oxygen. **DO NOT LOCK DOORS!** As soon as possible, notify Security and the Vice President of Administration.
 6. When notified of fire, walk quickly to the nearest marked exit and alert others to do the same.
 7. Everyone is expected to evacuate campus building(s) in all alarm situations.
 8. **ASSIST INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING!** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
 9. Once outside, move to a clear area at least 500 feet away from the affected building. Keep street, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

10. Follow all instructions of emergency response teams.
11. An Emergency Command Post may be set up near the emergency site. To facilitate emergency operations, please stay away from the Command Post unless you have official business.
12. **DO NOT RETURN TO AN EVACUATED BUILDING unless you are given the “all clear” signal by the appropriate university personnel. The signal that the staff and students can return to an evacuated building will be initiated by emergency response personnel. Once the Emergency Director receives the “all clear” signal, s/he will communicate this to the Building Runners, who will notify evacuated staff and students that they can return to the building.**

Important Fire Information

It is important for all Cumberland University employees and students to be aware of the various types of fires and fire extinguishers.

Types of Fires - There are three types, or classes, of fires which are denoted by letter codes.

Class A: used to denote wood, paper, cloth, trash, and other ordinary materials.

Class B: gasoline, grease, oil, paint, and other flammable liquids.

Class C: denotes live electrical equipment.

Types of Fire Extinguishers - There are four basic types of fire extinguishers:

Water: This should be used on Class A fires only.

Dry Chemical(BC): This type of extinguisher discharges a sodium bicarbonate powder and should be used on Class B and Class C type fires. Carbon dioxide (CO₂) which discharges liquid carbon dioxide and should only be used on Class B and C type fire.

ABC: This is a multi-purpose dry chemical extinguisher which discharges ammonium-phosphate powder and can be used on any class of fire.

Most fire extinguishers on campus are the ABC type and can be used for any type of fire. To operate an extinguisher, hold upright, pull ring pin on handle, squeeze the lever and sweep side to side.

Any employee who uses a fire extinguisher should report it to the maintenance department so the fire extinguisher can be recharged.

Evacuation Assembly Areas for Fire

Memorial Hall ~ Quad Behind Flagpole
Bone Hall ~ Quad Behind Flagpole
Labry Hall ~ Quad Behind Flagpole
Vise Library ~ Quad Behind Flagpole
Dallas Floyd Recreation Center ~ Quad Area at Justin Potter
Fine Arts Center ~ Grass Area in Front of Library
Mitchell Student Center ~ Grass Area at Rudy House
Alumni House ~ Grass Area in Front of Library
Art Academy ~ Grass Area Behind Rudy House
Justin Potter Hall ~ Quad Area at Flagpole
Mary White Hall ~ Quad Area at Flagpole
Edward Potter Hall ~ Quad Area at Flagpole
Commons I ~ Quad Area at Justin Potter
Commons II ~ Soccer Field
Football Fieldhouse ~ Softball Field
Benton-Jennings Batting Facility ~ Grass Area in Front of Library
Baseball Fieldhouse ~ Grass Area in Front of Library
Rudy House ~ Grass Area at Library
Lawlor House ~ Grass Area at Bone Hall
LSSD School House ~ Grass Area in Front of Library
Maintenance Headquarters ~ Behind Commons I
Softball Fieldhouse ~ Practice Football Field
Wrestling Building ~ Far End of Soccer Field
McFarland Center (Nursing) ~ Lebanon High School parking lot across the street
Phoenix Plaza ~ Journey Church parking lot
Shiloh Plaza Nursing Center ~ Behind the Citgo gas station

Severe Weather, Tornado, and/or Flooding

Tornado Procedures

Tornados and severe thunderstorms are often a threat in Middle Tennessee. Cumberland University makes an effort to provide information so all employees and students can be ready in the event of a tornado alert. Please review these guidelines regularly during the tornado season.

The city of Lebanon and Cumberland University are prepared to warn the populace of impending adverse weather conditions. The city of Lebanon has several strategically positioned sirens which will be sounded if atmospheric conditions indicate concern. The siren can be heard clearly outdoors on the Cumberland University's campus.

If you are outside and you hear the warning siren, seek inside shelter, preferable in a steel framed or concrete building or in a building that appears to be sturdily constructed. Once inside a building, stay away from all windows and move to the lowest floor. The safest area in each building has been marked with a tornado sign.

If you are inside a building, the safest area in each campus building has been marked with a yellow tornado sign. Additionally, each building has yellow tornado signs posted to guide people to the safest area. When moving to the safe area of a building, the following guidelines should be followed:

1. Avoid going near auditoriums, gymnasiums, or other such large rooms where roof collapse may be likely.
2. Stay away from glass windows and exterior doors at all times.
3. Move to the designated tornado safety area in an orderly fashion and use northeast stairways if available, since tornadoes generally follow a southwest to northwest path.
4. Doors to all rooms should be kept closed.
5. If time does not permit moving to the designated tornado safety area, sit on the floor under furniture, or near an inside wall.
6. If caught outside, seek shelter in a low lying area laying face down.

Tornado Watch Guidelines

A tornado watch means that conditions are favorable for tornadoes to form. While the university is under a tornado watch, all university employees and students should pay close attention to changing weather conditions and remain alert to further weather warnings.

1. The Vice President of Administration or his designee will monitor the weather-alert radio on days when a tornado is deemed likely to occur.
2. In the event that the Vice President of Administration learns of a tornado watch, he will activate the CU Alerts System. CU Alerts is a campus-wide emergency notification system which allows Cumberland University students, faculty and staff to receive emergency alerts via cell phone text messages. CU Alerts are issued **only** in the event of an actual emergency, and the system is not used for non-emergency communications.
3. To sign up for CU Alerts, use your cell phone text messaging feature. Create a

new message with the word **CUALERTS** and send it to **41411**. The alert system will send a confirmation message back to you. Note that you *only* have to sign up for CU Alerts **once**; there is no need to sign up for this system each academic year.

Tornado Warning Guidelines

A tornado warning is issued when a tornado has been sighted either visually or by radar. The warning is issued for a particular area and immediate action is required. A tornado generally moves at 20 to 60 miles per hour forward speed so warning time is critical.

1. A tornado warning alert is provided by sirens located in downtown Lebanon. This signal is presumed to be a tornado warning unless informed by an official to the contrary. Note that this signal is only audible outdoors.
2. The Vice President of Administration or his designee will monitor the weather-alert radio on days when a tornado is deemed likely to occur.
3. In the event that the Vice President of Administration learns of a tornado warning, he will activate the CU Alerts System.
4. In the event that the Vice President of Administration learns of a tornado warning, he will also notify Building Runners to alert people in the building to move to the designated tornado shelter area within that building
5. All persons should be encouraged to remain inside a safe area until the warning is canceled.

After a Tornado

In the event of casualties, give first aid to the best of your ability and notify authorities as soon as possible at 911. Be sure to give your name and exact location on campus.

Flood Emergency Guidelines and Procedures

The campus area is prone to occasional flooding on the east and west ends of the campus infrequently, but especially during a massive rainfall. Flooding of these areas may result in the declaration of a flood emergency. Flood emergencies can result in the partial or full evacuation of residence halls or classrooms, including student and staff parking lots.

During potential flooding conditions, Campus Safety and Security staff monitors all reports of flooding through consultation with the WEMA and other local and state emergency response agencies. If conditions or reports warrant, a flood emergency will be declared and students, faculty and staff will be directed to move vehicles and/or evacuate parts of the campus.

All efforts to communicate the evacuations in a timely manner will be made. However, in the event of sudden flooding, such as during a flash flood, notification may not allow for much, if any time, to move vehicles or personal belongings. When instructed to move a vehicle or evacuate a building or area, do so immediately.

The decision to implement evacuations will be based upon campus needs, with the overall goal to be the preservation of life, and then property. As with any campus emergency, the administration will do all it can to inform and update students, faculty and staff. During emergencies, do your best to monitor all campus communications.

Interior Flooding

In the event of interior flooding from a broken water line, the following actions are recommended:

- Immediately contact Campus Security to notify them of the situation. Inform them immediately if any oil, chemical or other potentially hazardous materials are suspected of contaminating the flood waters.
- A designated University or law enforcement officer will direct students to safe areas should an evacuation be necessary.
- University Maintenance staff will work to fix the problem and assist in all clean-up and salvage efforts.
- If possible, secure any vital equipment or records and other important papers.
- Shut off all electrical equipment **ONLY IF YOU CAN DO SO WITHOUT STANDING IN WATER.**
- Secure all laboratory equipment in the same manner.

Exterior Flooding

- All students, faculty, and staff should avoid entering “standing” water or pooled water for their safety and the safety of others. A designated University or law enforcement officer will secure areas of concern so that they are not entered inadvertently or purposefully.

Chemical Spill

Chemical Hazard Information

The primary consideration for personnel when a chemical is spilled is safety.

- a. All staff members have the right and responsibility to know what hazards are present when working with chemicals or materials.
- b. Staff can obtain safety information sheets, commonly called Material Safety Data Sheets (MSDS) from the Maintenance Department, the Science Laboratories (MH 3rd Floor), or Athletic Field houses.

MSDS contain information regarding:

- Exposure limits to tell how toxic the chemical is
 - Chemical flammability
 - Which fire extinguisher to use in the event of a fire
 - Safety precautions for use when handling
- c. Response to a chemical spill can occur at various levels. In the laboratory setting, some spills may be cleaned up by the lab instructor. All spills must be reported to the Environmental Compliance Officer for the Sciences. The VP of Administration and the Environmental Compliance Officer for the Sciences will determine if there is need to call in outside help to handle the spill.

Simple Spills

- Do not spread rapidly
- Do not endanger people or the environment.
- Can be managed safely by individuals trained in using the specific chemicals.

The chemistry laboratories (MH 302 and MH 303), the physics laboratory (MH 305), and the biology laboratory (MH 304) keep a supply of absorbents to clean up many spills.

1. Notify affected people
2. Obtain clean-up supplies
3. Determine the identity of the chemical spilled
4. Secure the area of the spill
5. Consult MSDS for specifications on chemical clean-up
6. Proceed in the spill clean-up as indicated in the MSDS sheets.

Major Spills

- Spread rapidly
- Involve a personal injury
- Could endanger people or the environment.

1. Dial 911. When reporting the spill, be specific about the nature of the involved material and exact location.
2. Evacuate and assemble staff and students in the immediate vicinity at a safe distance away from the spill.
3. Collect spill information from MSDS sheets in order to notify the personnel responding to the emergency.
4. Any spillage of a hazardous chemical is to be reported immediately to the Environmental Compliance Officer for the Sciences, Campus Security, and the Vice President of Administration. If the spill is determined to be serious, the Wilson Emergency Management Agency will be called immediately.
5. The key person on the site should vacate the affected area at once and seal it off to prevent further contamination of other areas until arrival of safety personnel.
6. If evacuation of a building(s) is needed, follow evacuation procedures.

Recommended List of Clean-Up Materials and Supplies

1 box polypropylene pads
1 box activated charcoal
1 box liquid acid neutralizer
1 box liquid caustic neutralizer
1 box heavy duty plastic trash bags
Hazardous waste labels
1 gallon plastic container with lid
Dust pan and brush
Laboratory tongs

Clean-Up Procedures

1. Acid, Caustic, or other non-Flammable Liquids

These are most easily absorbed with polypropylene pads. Place used pads in a trash bag. Frequently, laboratory spills will spread into drawers and behind or under equipment. The responder must be careful to locate all such contaminated areas.

2. Flammable Liquids

Flammable liquids should be absorbed on activated carbon. Use approximately 2 pounds of activated carbon per pint (0.5 liters) of liquid. Use the dust brush to thoroughly mix the activated carbon with the liquid. Use the dustpan and brush to collect all residue.

Explosion or Downed Airplane

In the event of an explosion or an airplane crash on campus, these emergency guidelines should be followed:

- 1) Immediately take cover under tables, desks and other object that will give protection against falling glass and debris.
- 2) After the effects of the explosion and/or fire have subsided, **DIAL 911**. Be sure to give your name and describe the location and exact nature of the emergency. Then, notify Campus Security and the Vice President of Administration. If the Vice President of Administration is unavailable, notify the Executive Vice President and Dean of Students at the earliest possible opportunity.
- 3) If necessary, or when directed to do so, activate the building alarm.
- 4) Call Campus Security.
- 5) If evacuation is needed, follow the standard evacuation procedure.

Bomb Threat

- 1) If you observe a suspicious object or potential bomb on campus, **do not handle the object!** **Clear the area immediately.** Then, notify Campus Security and the Vice President of Administration. If the Vice President of Administration is unavailable, notify the Executive Vice President at the earliest possible opportunity.
- 2) All bomb threats are to be taken seriously.
- 3) Any person receiving a phone call bomb threat should attempt to ask the caller:
 - a) When is the bomb going to explode?
 - b) Where is the bomb located?
 - c) What kind of bomb is it?
 - d) What does it look like?
 - e) Why did you place the bomb?
- 4) Keep talking to the caller as long as possible and record the following:
 - a) Time of call.
 - b) Age and sex of caller.
 - c) Speech pattern, accent, possible nationality.
 - d) Emotional state of the caller.
 - e) Background noise.
- 5) Emergency Response personnel will conduct a detailed bomb search. Employees are requested to make a quick inspection of their area for a suspicious object and to report the location to the Emergency Response personnel. **Do not touch the object!** Do not open drawers, cabinets, or turn lights on or off.
- 6) If an emergency exists, activate the building alarm.
- 7) Call Campus Security.
- 8) When the building evacuation alarms are sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
- 9) **ASSIST INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING.**
- 10) Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- 11) Follow all instructions of emergency response teams.
- 12) **DO NOT RETURN TO AN EVACUATED BUILDING unless you are given the “all clear” signal by the appropriate university personnel. The signal that the staff and students can return to an evacuated building will be initiated by emergency response personnel. Once the Emergency Director receives the “all clear” signal,**

s/he will communicate this to the Building Runners, who will notify evacuated staff and students that they can return to the building.

Evacuation Assembly Areas for Bomb Threats

Memorial Hall ~ Quad Area – Lower Sector
Bone Hall ~ Quad Area – Lower Sector
Labry Hall ~ Quad Area – Lower Sector
Vise Library ~ Quad Area – Lower Sector
Dallas Floyd Recreation Center ~ Quad Area – Lower Sector
Fine Arts Center ~ Quad Area – Lower Sector
Mitchell Student Center ~ Quad Area – Lower Sector
Alumni House ~ Quad Area at Flagpole
Art Academy ~ Quad Area at Flagpole
Justin Potter Hall ~ Grass Area at Library
Mary White Hall ~ Grass Area at Library
Edward Potter Hall ~ Grass Area at Library
Commons I ~ Quad Area at Flagpole
Commons II ~ Soccer Field Behind Wrestling Building
Football Fieldhouse ~ Softball Field
Benton Jennings Batting Facility ~ Quad Area at Flagpole
Baseball Fieldhouse ~ Quad Area at Flagpole
Rudy House ~ Grass Area in Front of Library
Lawlor House ~ Quad Area at Flagpole
LSSD School House ~ Grass Area at Library
Maintenance Headquarters ~ Lower Quad Area at CU Sign
Softball Fieldhouse ~ Practice Football Field
Wrestling Building ~ Grass Area at Edward Potter
McFarland Center (Nursing) ~ Lebanon High School parking lot across the street
Phoenix Plaza ~ Journey Church parking lot
Shiloh Plaza Nursing Center ~ Behind the Citgo gas station

BOMB THREAT REPORT FORM

Threatening Phone Call

Time call received _____
Exact words of person placing call: _____

Questions to ask:

1. When is bomb going to explode? _____

2. Where is the bomb right now? _____

3. What kind of bomb is it ? _____

4. What does it look like ? _____

5. Why did you place the bomb? _____

Person (receiving/monitoring) message _____

Division _____
Extension number _____
Home address: _____

Home telephone no. _____

Description of Caller's Voice

Male _____ Female _____
Young ____ Middle Age _____
Old _____
Tone of voice _____
Accent ? _____
Background noise _____

Is voice familiar? _____

Remarks: _____

Date: _____

Civil Disturbance or Demonstrations

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. **INTERFERENCE** with the normal operations of the university.
2. **PREVENTION** of access to office, buildings or other university facilities.
3. **THREAT** of physical harm to persons or damage to university facilities.

If any of these conditions exist, any faculty or staff member should contact the Vice President of Administration. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

1. PEACEFUL, NON-OBSTRUCTIVE DEMONSTRATIONS

- a) Generally, demonstrators of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct university business as normally as possible.
- b) If demonstrators are asked to leave, but refuse to leave by regular facility closing time:
 - i) Arrangements will be made by the Vice President of Administration or designee to monitor the situation during non-business hours.
 - ii) Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2).

2. NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a demonstration blocks access to university facilities or interferes with the operation of the university:

1. Demonstrations will be asked to terminate the disruptive activity by the Vice President of Administration or designee.
2. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action 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 will be consulted before such disciplinary actions are taken.

3. Efforts should be made to secure positive identifications of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.
4. After consultation with the President, the Vice President of Administration will determine the need for an injunction and intervention of the police.
5. If determination is made to seek the intervention of the police, the demonstrators should be informed of this decision.

3. VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a violent demonstration in which injury to persons or property occurs or appears **eminent**, call 911. Then contact Campus Security and the Vice President of Administration. If the Vice President of Administration is unavailable, contact the Executive Vice President.

If the demonstration is disruptive but it appears that there is no immediate risk of injury to persons or property, the following steps should be taken:

- i) Campus Security should be immediately notified of the disturbance.
- ii) Campus Security will investigate the disruption.
- iii) The President and the Vice President of Administration, acting in concert with Campus Security, will determine the need for an injunction and the need for police intervention.

Utility Failure

1. In the event of a major utility failure occurring during regular working hours (8:00a.m.-4:30p.m., Monday-Friday) immediately notify the Director of Maintenance at 418-2872.
2. If the failure results in the need to cancel classes, faculty should direct the students to leave the building calmly and to carefully exit by way of the interior steps. Emergency lighting provides enough light for exiting the building.

Violent or Criminal Behavior

- **In the event of an imminent threat to personal safety or property, dial 911.**
 - **While reporting the incident, include the following information:**
 - **Nature of the incident.**
 - **Location of the incident.**
 - **Description of person(s) involved.**
 - **Description of property involved.**
 - **Contact Campus Security and the Vice President of Administration at the earliest possible opportunity. If the Vice President of Administration is unavailable, notify the Executive Vice President at the earliest possible opportunity.**
 - ***In all other cases*, contact Campus Security and the Vice President of Administration. If the Vice President of Administration is unavailable, notify the Executive Vice President at the earliest possible opportunity.**
- 1) Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
 - 2) If you are a witness to any on-campus crime, avoid putting yourself at risk!
 - 3) If you observe a criminal act or whenever you observe a suspicious person on campus, immediately call Campus Security and report the incident.
 - 4) Assist the officers when they arrive by supplying them with all additional information.
 - 5) Should gunfire or discharged explosive hazard the campus, take cover immediately and call 911 as soon as possible.
 - 6) If taken hostage:
 - a) Be patient and remember that time is on your side. Avoid drastic action and remain calm.
 - b) The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.
 - c) Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare. Treat the captor like royalty.

- d) Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments.
- e) Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- f) Be prepared to answer the police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

Medical Emergencies and First Aid

- **In a major medical emergency, call EMS at 911.**
 - **Be sure to identify yourself and give the location of the emergency.**
 - **As soon as possible, notify Campus Security and the Vice President of Administration.**
 - **If the Vice President of Administration is not available, notify the Executive Vice President as soon as possible.**
- 1) In case of minor injury or illness, contact Campus Security. Then, provide first aid care to the extent you are able.
 - 2) Use only sterile first aid materials. First aid kits are located in the chemistry laboratories (MH 302 and MH 303), the physics laboratory (MH 305), and the biology laboratories (MH 300 and 304), and in the Sports Medicine Center. Automated External Defibrillators (AEDs) are located in the Dallas Floyd Gymnasium Hallway (off the main lobby next to the trophy case), in the main lobby of Memorial Hall, in the Sports Medicine Center, and in Phoenix Plaza in the Weight Room.
 - 3) In case of serious injury or illness, qualified personnel should quickly perform the following steps:
 - a) Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
 - b) Ask victim, “Are you okay?” and “What is wrong?”
 - c) Check breathing and give artificial respiration if necessary and qualified to do so.
 - d) Control serious bleeding by direct pressure on the wound. Be sure to wear surgical gloves when aiding a bleeding person. These gloves should be found in your desk drawer, with the department secretary or in the custodian closet. If you need a pair of gloves for your desk, please contact a member of the Emergency Services and Safety Committee.
 - e) Continue to assist the victim until help arrives.
 - 4) **All accidents and incidents must be reported immediately to Campus Security.**
 - 5) **All accidents involving employees must be reported to the Office of Human Resources.**
 - 6) **Hospital Emergency Room Service** - Service for students is provided by agreement (students will be billed subsequently for services provided), and for faculty and staff under the terms of their group hospitalization insurance. Students must have a current Cumberland identification card. Service is available at the University Medical Center.

Psychological Emergencies

For any behavior posing an imminent threat to the person him/herself, behaviors that are threatening to others, behaviors involving weapons, or other intimidating behaviors immediately call 911. Clearly state your name and your exact location on campus. Then call Campus Security to notify them of the situation. Regardless of what time of day or night a crisis occurs, if a student is imminently suicidal and/or homicidal, 911 should be called immediately. The student should be transported by ambulance or police car to the Emergency Room to be assessed for hospitalization. Employees of Cumberland University should never transport a suicidal or homicidal student.

During office hours, individuals may call the Counseling Center *and ask to schedule a crisis appointment*. If no one is available and it is an urgent situation but *does not* pose an imminent threat to anyone, individuals should call Campus Security for help. Security will then contact the CUCC Director or Wilson County Mobile Crisis.

While You are Waiting for Help to Arrive:

- Offer a quiet place for the individual to talk if possible.
- Listen to the individual, while maintaining a straight-forward, considerate, and helpful attitude.
- Do not leave the individual alone unless you feel concerned for your safety.
- Avoid escalating the situation, speak calmly and with concern. Avoid physical contact.
- If the student poses a danger to you or others, do not attempt to keep the student from leaving the classroom or your office.

Signs of Distress or Disturbance:

It is important to note that any single symptom by itself may not indicate the presence of unmanageable stress. Look for combinations of symptoms and overall patterns.

- A person seems excessively tired, anxious, depressed, irritable, angry, or sad.
- You notice marked changes in an individual's appearance or habits (e.g., deterioration in grooming, hygiene, marked change in weight, hyperactivity or exhaustion, interpersonal withdrawal, acceleration in activity or speech, or change in academic/work performance and classroom participation and/or attendance).
- A person seems hopeless or helpless.

- Use of alcohol or other substances interferes with the individual's relationships or work.
- Report of sexual or physical assault or the recent death of a family member or friend.
- Emotional over-reaction such as spells of crying, outbursts of anger, over-sensitivity.
- Excessive ruminations or worry.
- Impaired speech and disjointed thoughts.
- Thoughts or actions that appear bizarre or unusual.
- Physical complaints of unknown origin (e.g., headaches, skeletal pain, frequent illness).
- Inability to concentrate or focus, persistent memory lapses, restlessness.
- Self-mutilating behaviors, including cutting or burning of self.
- **Expressed suicidal or homicidal thoughts.**

Tips for Dealing with Distressed People:

- If there is no immediate threat, speak with the person privately. Please do not promise confidentiality because you may find that you need to refer or consult with others regarding the student. Document your conversations.
- Offer a quiet place for the individual to talk.
- Inform the person of your concern in a direct, matter-of-fact manner. Be specific regarding the behaviors you have observed.
- **Listen** carefully to the person's concerns and be sensitive to those that might underlie the present problem (issues that are unstated, brushed aside, or intimated).
- Explore the person's previous attempts at resolution, such as what resources have been utilized and what persons or agencies have been contacted. Ask about the outcome of such action.
- Suggest that the person consider personal counseling. Be honest and direct about your limitations.
- Contact the Counseling Center (547-1397) for consultation and assistance in responding to the individual.
- Propose the referral in a direct and positive manner. Encourage the person to come to the Counseling Center or to call for an appointment. Except when in crisis, the individual should be allowed the option of declining a referral for counseling.

When to Refer Someone to the Counseling Center (non-crisis):

Consider referring if you notice any signs of distress **and**

- If you find yourself doing more personal counseling than academic advising with a student.
- If you feel that you are unable to deal effectively with the person's issues.
- If you and/or the person are uncomfortable in dealing with the problem.
- *If you are concerned about suicidal risk or threat of harm.*

Some Warning Signs of Suicide:

- Suicide threats - direct or indirect
- Previous suicide attempts
- Statements revealing a desire to die
- Prolonged depression
- Feelings of hopelessness
- Making final arrangements
- Giving away prized possessions
- Alcohol and drug abuse
- Sudden changes in behavior
- Purchasing and stockpiling pills

Exposure Control Plan for Universal Precautions and Bloodborne Pathogens

Principles of Compliance

Cumberland University will provide the procedures, training, equipment, and environment employees and students need to work safely.

Cumberland University observes the use of Universal Precautions to prevent contact with blood or other potentially infectious materials.

Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious material. Specifically, these body fluids are defined as including, but not limited to: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Hazard Communication

Specific labeling is required to warn employees and students of potential hazards from chemicals.

Special containers for sharps are available in all labs.

Personal Protective Barriers

All employees and students who have the possibility of occupational exposure must wear personal protective equipment, (gloves, protective eye ware, mask/gown), as appropriate.

Safe Work Practices

Eating, drinking, smoking, applying cosmetics and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational hazard.

All departments who have the possibility of occupational exposure to waste must follow certain procedures for handling the waste.

All departments must follow certain procedures for cleaning and decontaminating the environment, equipment and work surfaces.

Training

When appropriate, employee and student training will include but not be limited to:

1. An explanation of the university's Exposure Control Plan for Universal Precautions and Bloodborne Pathogens.
2. An explanation of the modes of transmission, epidemiology and symptoms of blood borne pathogens.
3. The personal protective equipment policy on Universal Precautions and hand washing
4. An explanation of the recommendations for prevention of HIV/Hepatitis transmission
5. An explanation of the Hazard Communication Program
6. An explanation of reporting and record keeping procedures for exposure incidents and post exposure follow-up.
7. The exposure determination/classification for tasks that may involve exposure to blood and other potentially infectious materials

The Exposure Control Plan for Cumberland University is designed to provide employees and students with a *recognition of task* and procedure that present a potential occupational exposure to bloodborne pathogens and a means of eliminating or minimizing exposure in the performance of their duties.

Policy

The following table is a guide to bloodborne pathogen exposure delineated by job classification in respect to potential bloodborne pathogen exposure and work-related tasks.

A - Job classifications in which employees have routine occupational exposure

B - Job classifications in which employees have occasional exposure

Work Related Tasks		<i>Personal Equipment Available</i>	<i>Protective Should be Worn</i>
<i>Category</i>	<i>Work related Tasks</i>		
I	Tasks that involve exposure to blood or body fluids and that require protective equipment. Adherence to Universal Precautions is Mandatory	YES	YES
II	Tasks that do not involve exposure to body or body fluids but may require performance of Category I tasks unexpectedly or on short notice. Protective equipment must be available if person shifts to Category I	YES	NO

NOTE: Any exposure incident needs to be reported to department supervisor immediately. If this incident should occur when the supervisor is not available, administration is to be notified.

Exposure Records

The university maintains records on all exposure incidents, and post-exposure follow up. These records are kept confidential and are housed within the Cumberland University Human Resources Office.