



## **Campus Environment and Safety**

---

Security for the campus is provided by University employees and contracted agencies. Students, employees, and guests are subject to all city, county, state, and national laws. All Cumberland University students, visitors, faculty, and staff are required to cooperate fully with security officers in their performance of official duties at the University. Any person who does not cooperate fully may be subject to disciplinary action and/or arrest. Security may be reached by telephone at 615-444-2562 Extension 2222 from an on-campus phone or at 615-476-3061 off-campus.

A complete report of all Student Right-to-Know information (in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) including crime statistics, tuition and fees and cost of attendance, graduation rates, and athletic participation rates is available through the Vice President for IT, Campus Services, and Security, Title IX Coordinator or Dean of Students. The information is available by October 1 of each year and is also available on the Cumberland University website in the Student Right to Know section. Questions or requests for additional information concerning crimes on campus should be directed to the Vice President for IT, Campus Services, and Security, the Title IX Coordinator, or Dean of Students.

## **Chemical Spill**

### **Chemical Hazard Information**

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

All staff members have the right and responsibility to know what hazards are present when working with chemicals or materials.

Staff can obtain safety information sheets, commonly called Material Safety Data Sheets (MSDS) from the Maintenance Department, the Chemistry Laboratory (MH 302), 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.

Response to a chemical spill can occur at various levels. In the laboratory setting, some spills may be cleaned up by the lab instructor. Other spills must be reported to the chemical hygiene officer. The chemical hygiene officer or safety coordinator 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 laboratory keeps a supply of absorbents to clean up many spills.**

Notify affected people

Obtain clean-up supplies

Determine the identity of the chemical spilled

Secure the area of the spill

Consult MSDS for specifications on chemical clean-up

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.

Dial 911. When reporting the spill, be specific about the nature of the involved material and exact location.

Evacuate and assemble staff and students in the immediate vicinity at a safe distance away from the spill.

Collect spill information from MSDS sheets in order to notify the personnel responding to the emergency.

Any spillage of a hazardous chemical is to be reported immediately to the Chemical Hygiene Officer, Campus Security, and the Vice President for

IT, Campus Services, and Security. If the spill is determined to be serious, the Wilson Emergency Management Agency will be called immediately.

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.

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.

### **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:

**INTERFERENCE** with the normal operations of the university.

**PREVENTION** of access to office, buildings or other university facilities.

**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 for IT, Campus Services, and Security or Dean of Students. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

### **Peaceful, Non-Obstructive Demonstrations**

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.

If demonstrators are asked to leave, but refuse to leave by regular facility closing time.

Arrangements will be made by the Vice President of Administration or Dean of Students or designee to monitor the situation during non-business hours.

Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2).

### **Non-violent, Disruptive Demonstrations**

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

Demonstrations will be asked to terminate the disruptive activity by the Vice President for IT, Campus Services and Security, or Dean of Students.

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.

Efforts should be made to secure positive identifications of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.

After consultation with the President, the Vice President of Administration will determine the need for an injunction and intervention of the police.

If determination is made to seek the intervention of the police, the demonstrators should be informed of this decision.

### **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 Dean of Students.

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:

Campus Security should be immediately notified of the disturbance.

Campus Security will investigate the disruption.

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.

### **Explosion or Downed Airplane**

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

Immediately take cover under tables, desks and other object that will give protection against falling glass and debris.

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 Dean of Students at the earliest possible opportunity.

If necessary, or when directed to do so, activate the building alarm.

Call Campus Security.

If evacuation is needed, follow the standard evacuation procedure.

## **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 also 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, 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.

### **Training**

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

- An explanation of the university's Exposure Control Plan for Universal Precautions and Bloodborne Pathogens.

- An explanation of the modes of transmission, epidemiology and symptoms of blood borne pathogens.

- The personal protective equipment policy on Universal Precautions and hand washing

- An explanation of the recommendations for prevention of HIV/Hepatitis transmission

- An explanation of the Hazard Communication Program

- An explanation of reporting and record keeping procedures for exposure incidents and post exposure follow-up.

- 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

Category	Work Related Tasks	Personal Protective Equipment Available	Should be Worn
I	Tasks that involve exposure to blood or body fluids ad that require protective equipment. <b>Adherence to Universal Precautions is Mandatory.</b>	YES	YES
II	Tasks that do not involve exposure to blood 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.

### 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 Dean of Students at the earliest possible opportunity.**

### Building Evacuation

All building evacuations will occur when an alarm sounds, when a CU Alert message is issued, and/or upon notification by the Emergency Director.

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.

**ASSIST INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING!**

**The safe evacuation of individuals with disabilities will be a top priority in evacuating the building.**

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.

**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.**

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 Dean of Students at the earliest possible opportunity.

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

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.

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.**

If a fire is controlled without calling 911, Campus Security should still be notified.

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.

When notified of fire, walk quickly to the nearest marked exit and alert others to do the same.

Everyone is expected to evacuate campus building(s) in all alarm situations.

**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.

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.

Follow all instructions of emergency response teams.

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.

**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 (CO<sub>2</sub>) 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  
Catron 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 Hall ~ Parking lot

### **Severe Weather/Tornado/Flood**

#### **Tornado Procedures**

Tornados and severe thunderstorms are often a threat in Middle Tennessee. Cumberland University makes every 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:

Avoid going near auditoriums, gymnasiums, or other such large rooms where roof collapse may be likely.

Stay away from glass windows and exterior doors at all times.

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.

Doors to all rooms should be kept closed.

If time does not permit moving to the designated tornado safety area, sit on the floor under furniture, or near an inside wall.

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.

The Vice President for IT, Campus Services, and Security or their designee will monitor the weather-alert radio on days when a tornado is deemed likely to occur.

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.

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.

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.

The Vice President of Administration or their designee will monitor the weather-alert radio on days when a tornado is deemed likely to occur.

In the event that the Vice President of Administration learns of a tornado warning, he will activate the CU Alerts System.

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

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 Procedures**

**The campus area is prone to occasional flooding on the east and west ends of the campus** very 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 Safety and Security at 615-476-3061 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 purposely.

## **Bomb Threat**

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 or the Dean of Students at the earliest possible opportunity.

All bomb threats are to be taken seriously.

Any person receiving a phone call bomb threat should attempt to ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- Time of call.
- Age and sex of caller.
- Speech pattern, accent, possible nationality.
- Emotional state of the caller.
- Background noise.

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.

If an emergency exists, activate the building alarm.

Call Campus Security.

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.

### **ASSIST INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING.**

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.

Follow all instructions of emergency response teams.

**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  
Catron 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 Hall ~ Parking lot

### **General Safety Procedures**

Below are some precautions which all persons are advised to follow regarding security of facilities use:

1. Do NOT prop open building doors for personal convenience. Violators will be subject to disciplinary proceedings.
2. Permit entrance to authorized personnel only. Report all unauthorized individuals to the Security Office or a university official.
3. Report all people who are unfamiliar and/or are in questionable areas of the campus to the Security Office or a university official.
4. Report all incidents of personal/property endangerment or unauthorized behavior to the Security Office or a university official.
5. Report to university officials any tampering with security and fire equipment. Students and/or individuals tampering with security or fire equipment are subject to arrest and disciplinary sanctions.

### **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.

### **Medical 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 or Dean of Students as soon as possible.**

In case of minor injury or illness, contact Campus Security. Then, provide first aid care to the extent you are able.

Use only sterile first aid materials. First aid kits are located in the biology lab (MH 304), chemistry lab (MH 302), the office of the Executive Vice President (MH 116), and the Sports Medicine Center.

In case of serious injury or illness, qualified personnel should quickly perform the following steps:

Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**

Ask victim, "Are you okay?" and "What is wrong?"

Check breathing and give artificial respiration if necessary and qualified to do so.

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 safety committee.

Continue to assist the victim until help arrives.

**All accidents and incidents must be reported immediately to Campus Security.**

**All accidents involving employees must be reported to the Office of Human Resources.**

**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 I.D. card. Service is available at the University Medical Center.

### **Motor Vehicles**

#### **Parking**

All automobiles parked on campus by students, faculty, or staff must be registered with the Security Office and have a valid parking permit. Student parking permits are good for the academic year only. The Office of Student Services, upon completion of the registration process, provides student parking permits. Permits are good only for indicated areas. Parking outside indicated areas is a violation and subject to fine.

Visitors may obtain a temporary permit from the Office of Safety and Security. Parking is permitted on marked paved or graveled areas only. Parking in front of dumpsters, in fire lanes, or on the grass is strictly prohibited. Vehicles parked in the fire lanes, other unauthorized places, and disabled or abandoned, or vehicles with repetitive violations may be subject to towing or impoundment at the owner's expense. Parking fines for violations are listed below:

- No Visible Parking Permit [\$25.00 first citation, \$50.00 all subsequent]
- Failure to obtain a parking permit [\$100.00]. Further sanctions may be applied by the Disciplinary Committee.
- Parked in Handicapped space or area [\$50.00] and subject to tow
- Parked in Fire Lane or area [\$50.00] and subject to tow
- Parked in a No Parking space or area [\$25.00]
- Parked with incorrect decal for area [\$25.00]
- Parked in an area not designated for parking [\$25.00]
- Taking up more than one parking space [\$25.00]
- Vehicle impoundment [\$50.00 in addition to standard violation fee]

**Fines are payable to the University Business Office. Grade reports and transcripts will be held until all fines are paid in full. All towing fees are the responsibility of the owner of the vehicle. Fine for unpaid citations doubles after 30 days from date of issue**

### **Parking Lots**

Cumberland University has designated parking lots. Lots labeled "A" are for administration, faculty, staff, and commuters.

"A" lots include:

- Memorial Hall lot;
- the spaces and lot behind Dallas Floyd Recreation Center and Bone Hall;
- the area that extends out to and around the athletic field house, and;
- the Mitchell Student Center/Heydel Fine Arts Center lots.

"B" lots include:

- Mary White Hall lot;
- Edward Potter Hall lot;

*Reserved for Mary White and Edward Potter residents only.*

"C" lots include

- Justin Potter Hall lot (off South Greenwood);
- University Commons I lot;

*Reserved for Justin Potter and Commons I residents only.*

"D" lots include

- University Commons II lot

*Reserved for Commons II residents only.*

**Lots labeled "B", "C", and "D" are restricted to resident student parking only. The University reserves the right to block off certain areas of parking for special events.**

### **Personal Property**

The University does not assume responsibility for personal property of students or visitors at Cumberland University or for personal property left at the University.

### **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.

### **Personal Security Guidelines**

Each individual is responsible for their personal security.

The following non-exhaustive list of guidelines is recommended as security procedures to use to enhance personal security.

1. Report all suspicious persons and incidents to Campus Security or a university official.
2. Do not walk unattended alone in unlit areas at night. Contact security personnel for escorts to parking lots or residence halls.
3. Keep all doors and windows locked.
4. Store all possessions in out-of-sight places. Do not advertise possession of valuable objects or their location.
5. Do not let strangers enter residence hall premises. Report all incidents to the Head Resident.
6. Do not prop open any door nor leave any door unlocked for any amount of time.
7. Do not carry any significant amount of cash on your person.
8. Write your name in all books and on all possessions in a place known only to you.
9. Be aware of your surroundings and distance yourself from suspicious events or persons.
10. Record serial numbers, model numbers, descriptions, and other important information in order to provide police with complete information.

### **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.

### **Security Policies**

Cumberland University attempts to secure people and facilities by engaging locking devices, restricting access, providing security information, limiting hours of use, and by employing security personnel to monitor the campus and facilities. University community members are expected to comply with security personnel directives, keep all doors locked, all windows closed, and leave all other security devices in-place and activated. Every individual in the community has the responsibility to report to appropriate University officials any defective security devices or campus incidents which may lead to or have led to violation(s) of University policies and/or local, state, or federal laws.

### **Security Services**

Security staff employed by the University provides the overall security supervision and enforcement. They are empowered to enforce the policies and regulations of Cumberland University and to contact the local police at their discretion. Failure to offer proper identification (student ID, etc.) when requested by a member of the Security staff is a serious offense and may result in severe disciplinary action. Similarly, the Security Staff, and other authorized representatives of the University have the authority to request the arrest of or to otherwise initiate a criminal or civil complaint or action against any individual or individuals found in violation of University and/or local, state, or federal laws; and/or to refer individuals for adjudication through the University disciplinary system. Additionally, Security Staff, and other authorized representatives of the University have the authority to intervene and action situations involving a violation of University policy and/or local, state or federal law. Residents, guests, students, and all other persons found in violation of University policies or guidelines by Security staff, employees and/or students of the University, and/or other members of the Cumberland community are subject to disciplinary procedures and/or arrest by civil authorities. The University reserves the right to utilize any and all legal measures necessary to ensure a safe and secure campus environment. This may include, but is not limited to: video and other electronic surveillance, lawful inspection, search and seizure, and other actions or measures deemed appropriate.

The safety and security of all individuals is of paramount importance to the University. Therefore, each person has a duty to contact the Lebanon Police Department by dialing 911, if he or she believes that police intervention is necessary to secure any person or property or to report a crime, fire, or medical emergency. Anytime the local authorities are called, an Incident Report must be filed with the Office of Safety and Security and the Office of the Vice President of Administration as soon as possible.

As per the College and University Security Information Act of Tennessee and Title 11 of the Crime Awareness and Campus Security Act of 1990, the University reports the crimes on campus listed below. Security policy information is available for review in the Office of the Vice President of Administration, the Executive Vice President, or the Dean of Students on the website and during regular office hours. The University shall provide a copy of this information to any applicant for admission or employment, or to any current student or employee upon request. Crimes reported on campus will be reported to the Tennessee Bureau of Investigation for compilation, publication, and/or investigation.

### **Utility Failure**

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. 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, or the Dean of Students 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 or Dean of Students at the earliest possible opportunity.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you are a witness to any on-campus crime, avoid putting yourself at risk! If you observe a criminal act or whenever you observe a suspicious person on campus, immediately call Campus Security and report the incident.

Assist the officers when they arrive by supplying them with all additional information.

Should gunfire or discharged explosive hazard the campus, take cover immediately and call 911 as soon as possible.

If taken hostage:

Be patient and remember that time is on your side. Avoid drastic action and remain calm. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.

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. Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments.

Be observant. You may be released or escape. The personal safety of others may depend on your memory.

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.