

Emergency Policies and Procedures

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Emergency Procedures--Purpose

Policy

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Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description: Information about the purpose of Emergency Procedures relative to University policy.

Purpose: Delineation of policy.

Scope: All faculty, staff, students, and administrators

Responsibility: Administration
Dean of Students
Residence Life
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Standard company policies
Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Policy Provisions

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 for IT, Campus Services, and Security, or their designee may declare a state of emergency at which time the emergency procedures and their 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.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training

Subject Experts

The following may be consulted for additional information.

Dean of Students

Vice President for IT, Campus Services, and Security

Types of Emergencies and Protocols

Info Sheet

Document Number: EMER--102d

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Primary Author: Vice President for IT, Campus Services, and Security

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List:

1 Types of Emergencies

- a. automotive assistance
- b. blood and body fluid exposure
- c. bomb threats
- d. catastrophic emergencies
- e. communicable diseases
- f. crisis communication
- g. demonstrations and rallies
- h. drought and flood emergency
- i. emotional distress
- j. fire emergencies--non-residential facilities
- k. fire emergencies--residential facilities
- l. hazardous materials
- m. lock emergency
- n. major system failure
- o. network or system outage for IT
- p. nuclear emergency
- q. psychological emergency
- r. security transportation for medical emergencies
- s. sexual assault
- t. violence or criminal behavior on campus

1.1 Automotive assistance

University Safety and Security will assist any person on campus who needs a battery boost.

1.2 Blood and body fluid exposure

Contact with blood or body fluid should be avoided if possible. Exposure means any specific eye, mouth, mucous membrane, or non-intact skin contact with blood or other potentially infectious materials.

1.3 Bomb threats

All bomb threats are to be taken seriously. The majority of threats are made with the intent of disrupting normal business. However, every bomb threat must be considered real until investigated. Check the bomb threat checklist.

1.4 Catastrophic emergency

In the event of an accident, illness, or act of violence resulting in the unexpected death of a member of the University community, the designated University administration, once contacted, will begin the notification process.

1.5 Communicable diseases

The University is committed to protecting and promoting the health and safety of all of our students, faculty, staff, and visitors while pursuing our educational mission. The purpose of this protocol is to guide our actions to prevent and/or limit the introduction or spread of communicable illnesses onto our campus and surrounding community.

1.6 Crisis communication

The basic Crisis Communications outline is designed to provide information on how to respond to inquiries in situations and in connection to controversial issues.

1.7 Demonstrations and rallies

The University believes that members or groups within the University community have the right to express their views on a particular issue or cause. Demonstrations and rallies, however, should not interfere with the operation of the institution.

1.8 Drought and flood emergency

In the event that a drought or flood emergency is declared, the University will fully comply with all regulations promulgated by local, state or federal authorities having jurisdiction.

1.9 Emotional distress

The University Counseling Center provides counseling for all members of the University community and for all levels of emotional distress.

1.10 Fire emergencies--non-residential facilities

All fire alarms are to be taken seriously. Evacuation of the facility is mandatory until the signal to re-enter has been given by the fire department or security.

1.11 Fire emergencies--residential facilities

If you get caught in a fire situation, survival is your top priority. University policy requires building occupants to evacuate in the event of a fire alarm activation or during any other emergency that requires evacuation. However, there may be emergency situations in which you may be required to decide on a course of action to protect yourself and the other members of your room, suite, or unit.

1.12 Hazardous materials

Those who respond to incidents involving hazardous substances should begin by calling the Buildings and Grounds Office or Security and follow their directions.

1.13 Lock emergency

Residence Life (in the case of residential rooms) and Security (for all academic and residence buildings) will assist when a door is not securable as a result of a lock malfunction.

1.14 Major system failure

This includes electric, heat, central air conditioning, gas leaks, and water/sewer. All reasonable efforts will be made to provide temporary service until permanent repairs are made. If the safety of the building occupants cannot be assured, senior administration will be consulted for the relocation of occupants.

1.15 Network or system outage for IT

To inquire about outage call the ITS Helpdesk at x1240 or submit an IT Helpdesk request.

1.16 Nuclear emergency

If you hear a 3 to 5 minute siren, you are being notified of an emergency in your area. Assembly areas have been designated where the Emergency Alert System (EAS) will be broadcast announcing the most timely and accurate instructions concerning the emergency.

1.17 Psychological emergency

The Counseling Center handles both residential and non-residential psychological emergencies. The entire University community shares a responsibility to respond to a person in a psychological emergency and to protect that individual and/or the community.

1.18 Security transportation for medical emergencies

University Security will transport a person to a local hospital or the Health Care Unit when requested in the event of a minor injury or illness. Security will not determine if a specific case is serious enough to require transport.

1.19 Sexual assault

For students who are victims of sexual assault, the University offers emotional support and access to legal information. All University services and procedures provided to sexual assault victims are confidential, insofar as possible. The University adheres to all federal mandates regarding sexual assault, sexual violence, harassment, and other forms of discriminatory behavior.

1.20 Violence or criminal behavior on campus

The entire University community shares the concern that our campuses be safe and secure. You should be alert to suspicious situations and promptly report threatening, violent or criminal behavior to the Security Office.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Regulations

Standards of good practice
University governance

Definition of Emergency

Info Sheet

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Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

List:

① Types of emergencies

1. **Emergency Director:** The Vice President for IT, Campus Services, and Security 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. In addition, legal counsel shall be apprised of all such emergencies.
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 may specifically be required, as well as major policy considerations and decisions will usually be required. If the Vice President for IT, Campus Services, and Security is not available, the should be contacted and will assume responsibility. In the event that both the Vice President for IT, Campus Services, and Security and the are not available, the Vice President for Academic Affairs should be contacted and will assume responsibility. Because major emergencies involve specific legal liabilities by nature of their impact, legal counsel should be involved to the extent of the President.
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 is 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.

② Defining an emergency situation

Emergency situations include any incident in or around the campus for which there is an imminent serious threat to life, limb, property, or environment.

- Non-critical events are situations that occur in a hall or building that need attention but do not require immediate attention by professionals (fire department, ambulance, facility services department).

This can typically be handled by someone in the building and documented for his or her supervisor.

- Non-critical emergencies are incidents that require prompt attention but do not represent an immediate threat to life, building, or hall security. Examples might include residents who are extremely depressed, disoriented, or confused, but are responsive to communication from others.
- Critical events require immediate attention by professionals. This may include fire, flooding, broken locks/doors/windows, etc.
- Critical emergencies involve situations in which an individual:
 - Engages in immediate life-threatening behavior
 - Poses a threat to self or others (e.g., delusions, hallucinations, or suicidal)
 - Displays an alarming change in behavior (e.g., rage or extreme hostility, catatonic)

Any situation in which a staff member deems an outside mental health professional is needed immediately (e.g., situations beyond the ability of staff to manage).

If any of these situations occur, go directly to the proper section of this manual and follow the appropriate protocol.

3 General steps to follow in case of an emergency

1. Call 911 if necessary (dial 8-911 from on-campus phones).
2. Make a complete assessment of the situation immediately.
3. Collect the facts and take accurate notes that include:
 - Who is involved (name, office, ID)? If you don't know who is involved, get a detailed description (gender, height, weight, hair color, clothing, glasses, facial hair, scars or tattoos, piercings, or other distinguishing characteristics).
 - What has happened or what do you suspect will happen? What action or steps have you or your staff members taken thus far?
 - When did the incident(s) occur?
 - What were the precipitating events?
 - Were there any other witnesses? If so, collect all essential information from each, including their name and phone number, the identity/description of parties involved, timeframe, location, etc.
4. Communicate information to your supervisor immediately. If your immediate supervisor is not available, go to another campus supervisor or vice president.
5. Submit proper documentation of incident to supervisor, including witness statements.
6. Follow up per established procedures.

4 When to call

Everyone is encouraged to contact emergency personnel any time they believe they need assistance.

- Bomb threat
- Dangerous weapons (when suspicions or direct knowledge exist)
- Drug use in the building
- Death of a student, staff, or faculty member
- Fight (physical altercation)
- Fire
- Flood
- Medical emergency
- Psychological emergency (any behavior that leads others to be concerned about the safety of the student or others)

- Sexual assault
- Suicide/attempted suicide
- Any time the police have been called to a building on campus

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Regulations

Standards of good practice
University governance

Declaration of Campus State of Emergency

Policy

Document Number: EMER--104

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Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description: Information about a declaration of a campus state of emergency relative to University policy.

Purpose: Delineation of policy.

Scope: All faculty, staff, students, and administrators

Responsibility: Communications and Public Relations
Emergency Services
President
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy

Terms and Definitions: **Additional training**

Corrective Action

Policy Provisions

1. Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the President. The Vice President for IT, Campus Services, and Security, their designee, and/or legal counsel 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 and the Tennessee Emergency Management Agency to determine the extent of any damage to university property and what action to be taken.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Emergency Command Post

Policy

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Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description: Information about emergency command post set-up and operation relative to University policy.

Purpose: Delineation of policy.

Scope: All faculty, staff, students, and administrators

Responsibility: Communications and Public Relations
Emergency Services
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**
Current University policy

Terms and Definitions: **Additional training**

Policy Provisions

1. 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.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training

Subject Experts

The following may be consulted for additional information.

Executive Director of Communications

Vice President for IT, Campus Services, and Security

Media Relations

Policy

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Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description: Information about media relations relative to emergency services policies and procedures.

Purpose: Delineation of policy.

Scope: All faculty, staff, students, and administrators

Responsibility: Communications and Public Relations
Emergency Services
Vice President for IT, Campus Services, and Security

Requirements

Relevant Knowledge: **In order to comply with this policy you should know:**

Current University policy
Standards of good practice
Standard company policies

Terms and Definitions: **Additional training**

Corrective Action

Loss of privilege, general

Termination

Policy Provisions

1. 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 or issues likely to generate public disclosure or widespread campus and/or community interest to the Vice President for IT, Campus Services, and Security. All university personnel reporting such situations 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 these situations. 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 for IT, Campus Services, and Security, and appropriate members of the university community who are involved in the situation shall confer to decide on the appropriate action.
4. All calls from the media are referred directly to the Executive Director of Communications.

Performance Evaluation

Performance Metrics: Compliance with standard policy and procedure

Consequences: Further training
Job Termination
Loss of privileges

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Staff Responsibilities in Emergency Situations

Operations Map Planner

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Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description: Information about the responsibilities of specific staff members in the event of an emergency situation.

Outline

1 President

What happens:

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

Who Performs / Responsibility:

President

2 Vice President for IT, Campus Services, and Security

What happens:

The Vice President for IT, Campus Services, and Security shall act as the Emergency Director and is responsible for the overall direction of campus emergencies.

Who Performs / Responsibility:

Vice President for IT, Campus Services, and Security

3 Legal Counsel

What happens:

Legal counsel must be notified in emergency situations because of legal liability.

4 Building Runners

What happens:

The Vice President for IT, Campus Services, and Security 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 for IT, Campus Services, and Security.
2. All Building Runners will attend a training session with the Vice President for IT, Campus Services, and Security 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.
3. Ensure their building is completely evacuated in accordance with emergency protocols

established by the University.

5 Deans and Department Directors

What happens:

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 for IT, Campus Services, and Security.
5. Students are informed each academic year that the emergency response guidelines are located on the website by E-mail, verbally, and in relation to Student Right-to-Know releases.
6. Inform university staff members under their supervision to conform to the relevant emergency and evacuation guidelines during all campus emergencies.

6 ESSC Members

What happens:

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.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Evacuation Procedures

Procedure

Document Number: EMER--108p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/04/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about evacuation procedures relative to emergency services policies and procedures.

Purpose: Delineation of evacuation procedures.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Overview of Steps

1. Evacuation Procedures

Detailed Steps

1 Evacuation Procedures

How to Do:

- 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 for IT, Campus Services, and Security at the earliest possible opportunity.
- If the Vice President for IT, Campus Services, and Security is unavailable, notify the Dean of Students or the Interim VP of Enrollment Management and Director of Athletics at the earliest possible opportunity.

1.1 Building Evacuation

How to Do:

- 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. Tests of the emergency alert system are not an exception to this rule.
- 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 is 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.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Fire Evacuation Procedure

Procedure

Document Number: EMER--109p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about fire safety and evacuation procedures relative to emergency services policies and procedures.

Purpose: Delineation of fire procedures. See also RESLIFE-114.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Overview of Steps

1. Fire Evacuation Procedures

Detailed Steps

1 Fire Evacuation Procedures

How to Do:

- 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 for IT, Campus Services, and Security at the earliest possible opportunity
- If the Vice President for IT, Campus Services, and Security is unavailable, notify the Dean of Students or the Interim VP of Enrollment Management and Director of Athletics at the earliest possible opportunity.

- 1.1 Fire Evacuation Procedures--Step-by-Step

How to Do:

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 Campus Security 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 for IT, Campus Services, and Security.
 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.**
- 1.2 Important Fire Information

How to Do:

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.

1.3 Evacuation Assembly Areas for Fire

How to Do:

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 ~ Quad area by Gone Hall
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
Howell E. Jackson Hall ~ Quad Area at Justin Potter
Horace H. Lurton Hall ~ Practice 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 Howell E. Jackson Hall or across street
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
Providence ~ Parking lot near main entrance

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Severe Weather, Tornado, and/or Flooding

Procedure

Document Number: EMER--110p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about tornado and flood procedures relative to emergency services policies and procedures.

Purpose: Delineation of procedures.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Tornado Procedures
2. Flood Emergency Guidelines and Procedures

Detailed Steps

① Tornado Procedures

How to Do:

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, IMMEDIATELY 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.

1.1 Tornado Watch Guidelines

How to Do:

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 for IT, Campus Services, and Security 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 for IT, Campus Services, and Security 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.

1.2 Tornado Warning Guidelines

How to Do:

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 for IT, Campus Services, and Security 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 for IT, Campus Services, and Security learns of a tornado warning, he will activate the CU Alerts System.
4. In the event that the Vice President for IT, Campus Services, and Security 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.

1.3 After a Tornado

How to Do:

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.

② Flood Emergency Guidelines and Procedures

How to Do:

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, TEMA 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.

2.1 Interior Flooding

How to Do:

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 or the Building Runner 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.

2.2 Exterior Flooding

How to Do:

- All students, faculty, and staff should avoid entering "standing" 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.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Chemical Spills

Procedure

Document Number: EMER--111p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about chemical spills relative to emergency services policies and procedures.

Purpose: Delineation of procedure.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Chemical Hazard Information
2. Clean-Up Procedures

Detailed Steps

1 Chemical Hazard Information

How to Do:

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 disclose the chemical's toxicity
- 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 Vice President for IT, Campus Services, and Security and the Environmental Compliance Officer for the Sciences will determine if there is need to call in outside help to handle the spill.

1.1 Simple Spills

How to Do:

- 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.

1.2 Major Spills

How to Do:

- Spread rapidly
 - Involve a personal injury or significant property damage
 - 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 for IT, Campus Services, and Security. 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.

1.3 Recommended List of Clean-Up Materials and Supplies

How to Do:

1. 1 box polypropylene pads
2. 1 box activated charcoal
3. 1 box liquid acid neutralizer
4. 1 box liquid caustic neutralizer
5. 1 box heavy duty plastic trash bags
6. Hazardous waste labels
7. 1 gallon plastic container with lid
8. Dust pan and brush
9. Laboratory tongs

2 Clean-Up Procedures

How to Do:

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.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Explosion or Downed Airplane

Procedure

Document Number: EMER--112p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about explosions or downed airplanes relative to emergency services procedures.

Purpose: Delineation of procedure.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:
Current University policy

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Explosion or Downed Airplane

Detailed Steps

- 1 Explosion or Downed Airplane

How to Do:

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 for IT, Campus Services, and Security. If the Vice President for IT, Campus Services, and Security is unavailable, notify the 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.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Bomb Threat

Procedure

Document Number: EMER--113p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about bomb threats and procedures relative to emergency services policies and procedures.

Purpose: Delineation of procedures.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Bomb Threat
2. Evacuation Assembly Areas for Bomb Threats
3. Bomb Threat Report Form

Detailed Steps

1 Bomb Threat

How to Do:

1. If you observe a suspicious object or potential bomb on campus, **do not handle the object! Clear the area immediately.** Notify Campus Security and the Vice President for IT, Campus Services, and Security. If the Vice President for IT, Campus Services, and Security is unavailable, notify the 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.**

2 Evacuation Assembly Areas for Bomb Threats

How to Do:

- 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
- Howell E. Jackson Hall ~ Quad Area at Flagpole
- Horace H. Lurton Hall ~ 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

3 Bomb Threat Report Form

How to Do:
see attached form

Attachments

Bomb Threat Report Form
[C:\Documents and Settings\epawlawski\Desktop\Zavanta Policies\Attachments\Bomb Threat Report Form.pdf]

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Civil Disturbance or Demonstrations

Procedure

Document Number: EMER--114p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about civil disturbances or demonstrations relative to emergency services policies and procedures.

Purpose: Delineation of procedures.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Civil Disturbance or Demonstrations

Detailed Steps

1 Civil Disturbance or Demonstrations

How to Do:

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 or other property.

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

- 1.1 Peaceful, Non-Obstructive Demonstrations

How to Do:

1. 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.
2. If demonstrators are asked to leave, but refuse to leave by regular facility closing time:
 - a. Arrangements will be made by the Vice President for IT, Campus Services, and Security or designee to monitor the situation during non-business hours.
 - b. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration. (See Section 2).

1.2 Non-Violent, Disruptive Demonstrations

How to Do:

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 for IT, Campus Services, and Security 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 for IT, Campus Services, and Security 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.

1.3 Violent, Disruptive Demonstrations

How to Do:

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 for IT, Campus Services, and Security. If the Vice President for IT, Campus Services, and Security is unavailable, contact the .

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:

1. Campus Security should be immediately notified of the disturbance.
2. Campus Security will investigate the disruption.
3. The President and the Vice President for IT, Campus Services, and Security, acting in concert with Campus Security, will determine the need for an injunction and the need for police intervention.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Utility Failure

Procedure

Document Number: EMER--115p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about utility failures relative to emergency services policies and procedures.

Purpose: Delineation of procedures.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Utility Failure

Detailed Steps

1 Utility Failure

How to Do:

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.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Violent or Criminal Behavior

Procedure

Document Number: EMER--116p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about violent or criminal behavior relative to emergency services policies and procedures.

Purpose: Delineation of procedure.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Violent or Criminal Behavior

Detailed Steps

1 Violent or Criminal Behavior

How to Do:

1. 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.
2. Contact Campus Security and/or the Vice President for IT, Campus Services, and Security at the earliest possible opportunity. If the Vice President for IT, Campus Services, and Security is unavailable, notify the Dean of Students at the earliest possible opportunity.
3. In all other cases, contact Campus Security and/or the Vice President for IT, Campus Services, and Security. If the Vice President for IT, Campus Services, and Security is unavailable, notify the Dean of Students at the earliest possible opportunity.
4. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
5. If you are a witness to any on-campus crime, avoid putting yourself at risk!

6. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately call Campus Security and report the incident.
 7. Assist the officers when they arrive by supplying them with all additional information.
 8. Should gunfire or discharged explosive hazard the campus, take cover immediately and call 911 as soon as possible.
 9. If taken hostage, current wisdom suggests best practices:
 - 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.
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Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Medical Emergencies and First Aid

Procedure

Document Number: EMER--117p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about medical emergencies and first aid relative to emergency services policies and procedures.

Purpose: Delineation of procedures.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Medical Emergencies and First Aid

Detailed Steps

1 Medical Emergencies and First Aid

How to Do:

- **In a major medical emergency, call 911.**
 - **Be sure to identify yourself and give the location of the emergency.**
 - **As soon as possible, notify Campus Security and/or the Vice President for IT, Campus Services, and Security.**
 - **If the Vice President for IT, Campus Services, and Security is not available, notify the Dean of Students 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 and willing.
 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.
-

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Psychological Emergencies

Procedure

Document Number: EMER--118p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about psychological emergencies relative to emergency services policies and procedures.

Purpose: Delineation of procedures.

Who Performs /

Responsibility: All faculty, staff, students, and administrators
Counseling Services

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Psychological Emergencies
2. When to Refer Someone to the Counseling Center (non-crisis)
3. Some Warning Signs of Suicide

Detailed Steps

1

Psychological Emergencies

How to Do:

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. If Campus Security is

contacted, they will then contact the CUCC Director or Wilson County Mobile Crisis.

1.1 While You Are Waiting for Help to Arrive

How to Do:

- 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.

1.2 Signs of Distress or Disturbance

How to Do:

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.

1.3 Tips for Dealing with Distressed People

How to Do:

- 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 intimidated).
- 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 if the matter is not urgent.
- 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.

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

How to Do:

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.

3 Some Warning Signs of Suicide

How to Do:

- 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

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Pandemic Response Plan

Procedure

Document Number: EMER--119p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about pandemic responses relative to emergency services policies and procedures.

Purpose: Delineation of procedures.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Pandemic Response Plan

Detailed Steps

1 Pandemic Response Plan

How to Do:

Cumberland University's Pandemic Response Plan may be activated in several escalating levels by the President of Cumberland University and his Administration and in consonance with guidance received from the World Health Organization, the U.S. Department of Health and Human Services, the Center for Disease Control, and local health departments. A synopsis of the Cumberland University's levels and response follows.

1.1 Pandemic Level 1

How to Do:

First cases of human-to-human transmission internationally

1.1.1 Level 1 Campus Response

How to Do:

Level 1 Campus Response:

- Campus stays open and conducts business as usual
- For the prevention of transmission and to promote personal hygiene, the following practices will be recommended for students and staff:
 - Hand washing
 - Hand sanitizing
 - Sick behavior etiquette
 - General facility cleanliness
 - Formal and informal education regarding staying healthy
- More enhanced and specific planning steps will be taken as deemed necessary by Cumberland University Administration to prepare for a possible pandemic event

1.2 Pandemic Level 2

How to Do:

First verified case is reported in North America and is accompanied by one or more of the following triggering events:

- World Health Organization declares increased and sustained transmission in the general population of U.S.A.
- Confirmation of high rate of infectivity, morbidity (rate of infection), or mortality (rate of death)
- Rate/speed of disease spreading
- Local public health recommendation to curtail/cancel public activities in county or state
- Falling class attendance and/or students departing the campus
- Rising employee absenteeism
- Other regional schools and school systems closing
- Transportation systems closing or curtailing interstate travel
- Regional cases occurring early in the overall USA experience with the unfolding pandemic

1.2.1 Level 2 Campus Response

How to Do:

- Social distancing measures will be adopted as needed, such as canceling certain events, closing buildings, or restricting access to certain sites or buildings
- Steps will be taken as needed to minimize large gatherings, including the possible cancellation of athletic events, other scheduled extra-curricular activities, or some classes. The President, ESSC, and members of the Administration will evaluate needs to ensure campus safety is paramount.
- Administrative departments, student service units, and all academic programs will review procedures for possibly shutting down.

1.3 Pandemic Level 3

How to Do:

Multiple suspected/confirmed cases are reported on campus.

1.3.1 Level 3 Campus Response

How to Do:

- Administration will review necessary steps to close down Cumberland University as local conditions worsen.
- Local health agencies and departments will be consulted as needed.
- Residence halls may need to be evacuated. Administrative and academic buildings may need to be closed.

1.4 Pandemic Level 4

How to Do:

Campus has been closed. An emergency condition has been declared by the President and Administration and the campus has been evacuated.

1.4.1 Level 4 Campus Response

How to Do:

- All facilities will be closed except temporary emergency shelter housing for students with extreme hardship.
- Campus is closed to everyone except essential employees for tasks related to securing and maintaining the campus and its facilities and health care workers and other responders.
- The President will work with Administration and local health agencies to determine when campus can reopen.

Pandemic Recovery Phase: Pandemic is under control.

Recovery Phase Campus Response: Once the danger of the pandemic has passed, the campus will reopen for business.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Cumberland Culinary Center Recall Procedure

Procedure

Document Number: EMER--120p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about Cumberland Culinary Center (CCC) recall procedures relative to emergency services policies and procedures.

Purpose: Delineation of procedures.

Who Performs /

Responsibility: Emergency Services
Vice President for IT, Campus Services, and Security

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Cumberland Culinary Center Recall Procedure

Detailed Steps

1 Cumberland Culinary Center Recall Procedure

How to Do:

In the event that an ingredient supplier or one of the customer's of the Cumberland Culinary Center (CCC) has identified a possible health risk associated with the production or processes of a product, the following three step process will be followed:

1. CCC Staff will log onto the FDA web site: <https://www.safetyreporting.hhs.gov/>
CCC Staff will respond to all prompts listed on the screens
2. CCC Staff will contact the district FDA Coordinator:

Marie Fink
Recall & Emergency Coordinator
US FDA Metairie Center
2424 Edenborn Avenue, Suite 410
Metairie, LA 70001
Phone: 504-832-1290, extension 1109

Fax: 504-219-8813
marie.fink@fda.hhs.gov

3. CCC Staff will contact the TDA Regulator:

Bill Thompson
Food Manufacturing Administrator - Emergency Services Coordinator
Regulatory Services/Food and Dairy Section
Tennessee Department of Agriculture
Desk - 615-837-5534
Fax - 615-837-5005
email - bill.thompson@tn.gov

4. Finally, CCC Staff will contact the Vice President for IT, Campus Services, and Security to notify him of the issue.
-

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Exposure Control Plan for Universal Precautions and Bloodborne Pathogens

Procedure

Document Number: EMER--121p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

General Description

Description / Scope: Information about exposure control plan for universal precautions and bloodborne pathogens relative to emergency services policies and procedures.

Purpose: Delineation of procedures.

Who Performs /

Responsibility: All faculty, staff, students, and administrators

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Equipment: Policy and Procedure Handbook

Overview of Steps

1. Principles of Compliance
2. Exposure Records
3. Hazard Communication
4. Personal Protective Barriers
5. Safe Work Practices
6. Training
7. Table of Exposure to Bloodborne Pathogens

Detailed Steps

1 Principles of Compliance

How to Do:

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.

2 Exposure Records

How to Do:

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.

3 Hazard Communication

How to Do:

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

Special containers for sharps are available in all labs.

4 Personal Protective Barriers

How to Do:

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

5 Safe Work Practices

How to Do:

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.

6 Training

How to Do:

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.

7 Table of Exposure to Bloodborne Pathogens

How to Do:

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 I--Tasks that involve exposure to blood or body fluids and that require protective equipment. **Adherence to Universal Precautions is Mandatory.**

Category II--Tasks that do not involve exposure to body or body fluids but may require performance of Category 1 tasks unexpectedly or on short notice. **Protective equipment must be available if person shifts to Category I**

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.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Meningitis Information

Procedure

Document Number: EMER--122p

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author:

Status: Approved

General Description

Description / Scope: Information about viral, bacterial, and fungal meningitis.

Purpose: To provide official information from the Tennessee Department of Health and from the Center for Disease Control.

Who Performs /

Responsibility: Emergency Services

When to Perform: As needed

Requirements

Pre-Knowledge: Before performing this task you must know:

Current University policy
Standard company policies
Standards of good practice

Terms and Definitions: Additional training

Corrective Action

Overview of Steps

1. What is Meningitis?

Detailed Steps

- 1 What is Meningitis?

How to Do:

Meningitis is a term that describes inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses.

Meningococcal meningitis is a type of bacterial meningitis caused by a type of bacteria called *Neisseria meningitidis*. This same bacteria can also cause other kinds of meningococcal disease such as septicemia (blood poisoning). The most common strains of meningococcal meningitis in the U. S. are B, C, Y and W-135.

Another common type of bacterial meningitis is pneumococcal meningitis, which is caused by *Streptococcus pneumoniae*. Before the 1990s, the leading cause of bacterial meningitis was *Haemophilus influenzae* type b, but new vaccines being given to children as part of their routine immunizations have reduced the occurrence of this disease.

Viral meningitis, which is caused by viruses, can cause similar symptoms to bacterial meningitis, however it is seldom life-threatening. Most people make a full recovery without any specific treatment.

1.1 Viral Meningitis (referenced from CDC website)

How to Do:

Viral meningitis is generally less severe and resolves without specific treatment.

1.1.1 Causes

How to Do:

Most viral meningitis cases in the United States, especially during the summer months, are caused by enteroviruses; however, only a small number of people with enterovirus infections actually develop meningitis.

Other viral infections that can lead to meningitis include

- Mumps
- Herpesvirus, including Epstein-Barr virus, herpes simplex viruses, varicella-zoster virus (which also causes chicken pox and shingles), measles, and influenza
- Viruses spread through mosquitoes and other insects (arboviruses)
- In rare cases LCMV (lymphocytic choriomeningitis virus), which is spread by rodents, can cause viral meningitis

1.1.2 Risk Factors

How to Do:

Viral meningitis can affect anyone. But infants younger than 1 month old and people whose immune systems are weak are at higher risk for severe infection. People who are around someone with viral meningitis have a chance of becoming infected with the virus that made that person sick, but they are not likely to develop meningitis as a complication of the illness.

Factors that can increase your risk of viral meningitis include:

- Age
 - Viral meningitis occurs mostly in children younger than age 5.
- Weakened immune system.
 - There are certain diseases, medications and surgical procedures that may weaken the immune system and increase risk of meningitis.

1.1.3 Transmission

How to Do:

Enteroviruses, the most common cause of viral meningitis, are most often spread from person to person through fecal contamination (which can occur when changing a diaper or using the toilet and not properly washing hands afterwards). Enteroviruses can also be spread through respiratory secretions (saliva, sputum, or nasal mucus) of an infected person. Other viruses, such as mumps and varicella-zoster virus, may also be spread through direct or indirect contact with saliva, sputum, or mucus of an infected person. Contact with an infected person may increase your chance of becoming infected with the virus that made them sick; however you will have a small chance of developing meningitis as a complication of the illness.

1.1.4 Signs and Symptoms

How to Do:

Meningitis infection is characterized by a sudden onset of fever, headache, and stiff neck. It is often accompanied by other symptoms, such as:

- Nausea
- Vomiting
- Photophobia (sensitivity to light)
- Altered mental status

Viral meningitis is an infection of the meninges (the covering of the brain and spinal cord) that is caused by a virus. Enteroviruses, the most common cause of viral meningitis, appear most often during the summer and fall in temperate

climates.

Viral meningitis can affect babies, children, and adults. It is usually less severe than bacterial meningitis and normally clears up without specific treatment. The symptoms of viral meningitis are similar to those for bacterial meningitis, which can be fatal. Because of this, it is important to see a healthcare provider right away if you think you or your child might have meningitis.

Symptoms of viral meningitis in adults may differ from those in children:

Common symptoms in infants

- Fever
- Irritability
- Poor eating
- Hard to awaken

Common symptoms in adults

- High fever
- Severe headache
- Stiff neck
- Sensitivity to bright light
- Sleepiness or trouble waking up
- Nausea, vomiting
- Lack of appetite

The symptoms of viral meningitis usually last from 7 to 10 days, and people with normal immune systems usually recover completely.

1.1.5 Diagnosis

How to Do:

If meningitis is suspected, samples of blood or cerebrospinal fluid (near the spinal cord) are collected and sent to the laboratory for testing. It is important to know the specific cause of meningitis because the severity of illness and the treatment will differ depending on the cause.

The specific causes of meningitis may be determined by tests used to identify the virus in samples collected from the patient.

1.1.6 Treatment

How to Do:

There is no specific treatment for viral meningitis. Antibiotics do not help viral infections, so they are not useful in the treatment of viral meningitis. Most patients completely recover on their own within 7 to 10 days. A hospital stay may be necessary in more severe cases or for people with weak immune systems.

1.1.7 Prevention

How to Do:

People with certain viral infections can sometimes develop meningitis. There are no vaccines for the most common causes of viral meningitis. Thus, the best way to prevent it is to prevent viral infections. However, that can be difficult since sometimes people can be infected with a virus and spread the virus even though they do not appear sick. Following are some steps you can take to help lower your chances of becoming infected with viruses or of passing one on to someone else:

- Wash your hands thoroughly and often, especially after changing diapers, using the toilet, or coughing or blowing your nose.
- Clean contaminated surfaces, such as doorknobs or the TV remote control, with soap and water and then disinfect them with a dilute solution of chlorine-containing bleach.
- Avoid kissing or sharing a drinking glass, eating utensil, lipstick, or other such items with sick people or with others when you are sick.

- Make sure you and your child are vaccinated. Vaccinations included in the childhood vaccination schedule can protect children against some diseases that can lead to viral meningitis. These include vaccines against measles and mumps (MMR vaccine) and chickenpox (varicella-zoster vaccine).
- Avoid bites from mosquitoes and other insects that carry diseases that can infect humans.
- Control mice and rats. If you have a rodent infestation in and/or around your home, follow the cleaning and control precautions listed on CDC's website about LCMV (Lymphocytic choriomeningitis virus).

1.2 Bacterial Meningitis (referenced from CDC website)

How to Do:

Bacterial meningitis is usually severe. While most people with meningitis recover, it can cause serious complications, such as brain damage, hearing loss, or learning disabilities.

There are several pathogens (types of germs) that can cause bacterial meningitis. Some of the leading causes of bacterial meningitis in the United States include *Haemophilus influenzae* (most often caused by type b, Hib), *Streptococcus pneumoniae*, group B *Streptococcus*, *Listeria monocytogenes*, and *Neisseria meningitidis*.

In the United States, about 4,100 cases of bacterial meningitis, including 500 deaths, occurred each year between 2003–2007.* [1]

1.2.1 Causes

How to Do:

Common causes of bacterial meningitis vary by age group:

Age Group	Causes
Neborns	Group B <i>Streptococcus</i> , <i>Escherichia coli</i> , <i>Listeria monocytogenes</i>
Infants and Children	<i>Streptococcus pneumoniae</i> , <i>Neisseria meningitidis</i> , <i>Haemophilus influenzae</i> type b
Adolescents and Young Adults	<i>Neisseria meningitidis</i> , <i>Streptococcus pneumoniae</i>
Older Adults	<i>Streptococcus pneumoniae</i> , <i>Neisseria meningitidis</i> , <i>Listeria monocytogenes</i>

1.2.2 Risk Factors

How to Do:

Factors that can increase your risk of bacterial meningitis include:

- Age
 - Infants are at higher risk for bacterial meningitis than people in other age groups. However, people of any age are at risk. See the table above for which pathogens more commonly affect which age groups.
- Community setting
 - Infectious diseases tend to spread more quickly where larger groups of people gather together. College students living in dormitories and military personnel are at increased risk for meningococcal meningitis.
- Certain medical conditions
 - There are certain diseases, medications, and surgical procedures that may weaken the immune system or increase risk of meningitis in other ways.
- Working with meningitis-causing pathogens
 - Microbiologists who are routinely exposed to meningitis-causing pathogens are at increased risk.
- Travel
 - Travelers to the meningitis belt in sub-Saharan Africa may be at risk for meningococcal meningitis, particularly during the dry season. Also at risk for meningococcal meningitis are travelers to Mecca

during the annual Hajj and Umrah pilgrimage.

1.2.3 Transmission

How to Do:

The germs that cause bacterial meningitis can be contagious. Some bacteria can spread through the exchange of respiratory and throat secretions (e.g., kissing). Fortunately, most of the bacteria that cause meningitis are not as contagious as diseases like the common cold or the flu. Also, the bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been. Other meningitis-causing bacteria are not spread person-to-person, but can cause disease because the person has certain risk factors (such as a weak immune system or head trauma). Unlike other bacterial causes of meningitis, you can get *Listeria monocytogenes* by eating contaminated food.

Sometimes the bacteria that cause meningitis spread to other people. This usually happens when there is close or long contact with a sick person in the same household or daycare center, or if they had direct contact with a patient's oral secretions (such as a boyfriend or girlfriend). People who qualify as close contacts of a person with meningococcal or *Haemophilus influenzae* type b (Hib) meningitis are at higher risk of getting disease and may need antibiotics (see Prevention). Close contacts of a person with meningitis caused by other bacteria, such as *Streptococcus pneumoniae*, do not need antibiotics. Tell your doctor if you think you have been exposed to someone with meningitis.

Healthy people can carry the bacteria in their nose or throat without getting sick. Rarely, these bacteria can invade the body and cause disease. Most people who 'carry' the bacteria never become sick.

1.2.4 Signs and Symptoms

How to Do:

Meningitis infection may show up in a person by a sudden onset of fever, headache, and stiff neck. It will often have other symptoms, such as

- Nausea
- Vomiting
- Increased sensitivity to light (photophobia)
- Altered mental status (confusion)

The symptoms of bacterial meningitis can appear quickly or over several days. Typically they develop within 3-7 days after exposure.

Babies younger than one month old are at a higher risk for severe infections, like meningitis, than older children. In newborns and infants, the classic symptoms of fever, headache, and neck stiffness may be absent or difficult to notice. The infant may appear to be slow or inactive (lack of alertness), irritable, vomiting or feeding poorly. In young infants, doctors may look for a bulging fontanelle (soft spot on infant's head) or abnormal reflexes, which can also be signs of meningitis. If you think your infant has any of these symptoms, call the doctor or clinic right away.

Later symptoms of bacterial meningitis can be very severe (e.g., seizures, coma). For this reason, anyone who thinks they may have meningitis should see a doctor as soon as possible.

1.2.5 Pregnancy

How to Do:

Pregnant women are at increased risk of developing listeriosis (caused by the bacterium *Listeria monocytogenes*). Pregnant women typically experience only a mild, flu-like illness with *Listeria* infection. However, infections during pregnancy can lead to miscarriage, stillbirth, premature delivery, or life-threatening infection of the newborn, including meningitis.

Pregnant women who test positive for group B *Streptococcus* (group B strep) can pass the bacteria to their baby, most often during labor and birth. A newborn infected with group B strep bacteria can develop meningitis or other life-threatening infections soon after birth.

You can reduce your risk of meningitis caused by *Listeria monocytogenes* by learning what foods to avoid and how to safely prepare and refrigerate food. If you are pregnant, you should get screened for group B strep at 35-37 weeks. Women who test positive for group B strep will be given antibiotics during labor to prevent infection in a newborn.

Talk to your doctor to learn more about how to prevent these infections.

1.2.6 Diagnosis

How to Do:

If meningitis is suspected, samples of blood or cerebrospinal fluid (near the spinal cord) are collected and sent to the laboratory for testing. It is important to know the specific cause of meningitis because that helps doctors understand how to treat the disease, and possibly how bad it will get. In the case of bacterial meningitis, antibiotics can help prevent severe illness and reduce the spread of infection from person to person.

If bacteria are present, they can often be grown (cultured). Growing the bacteria in the laboratory is important for confirming the presence of bacteria, identifying the specific type of bacteria that is causing the infection, and deciding which antibiotic will work best. Other tests can sometimes find and identify the bacteria if the cultures do not.

1.2.7 Treatment

How to Do:

Bacterial meningitis can be treated effectively with antibiotics. It is important that treatment be started as soon as possible. Appropriate antibiotic treatment of the most common types of bacterial meningitis should reduce the risk of dying from meningitis to below 15%, although the risk remains higher among young infants and the elderly.

1.2.8 Prevention

How to Do:

The most effective way to protect you and your child against certain types of bacterial meningitis is to complete the recommended vaccine schedule. There are vaccines for three types of bacteria that can cause meningitis: *Neisseria meningitidis* (meningococcus), *Streptococcus pneumoniae* (pneumococcus), and *Haemophilus influenzae* type b (Hib).

Antibiotics may be recommended for close contacts of people with meningococcal meningitis. Antibiotics may also be recommended for the entire family if a family member develops severe Hib infection and there's a high risk person in the house. This is to decrease the risk of spreading disease to a high risk person, since they are at increased risk for severe disease. Your doctor or local health department will tell you if there's a high risk person in your house and antibiotics are needed.

Maintaining healthy habits, like not smoking and avoiding cigarette smoke, getting plenty of rest, and not coming into close contact with people who are sick, can also help. This is especially important for young infants, the elderly, or for those with a weakened immune system, since they are at increased risk for severe disease.

1.3 Fungal Meningitis (referenced from CDC website)

How to Do:

Symptoms of fungal meningitis

During this outbreak, many patients with fungal meningitis had only a few mild symptoms. Most had headache, and some have had fever, nausea, and light sensitivity. Patients and clinicians need to remain vigilant for onset of symptoms because fungal infections can be slow to develop.

If you had an epidural steroid injection since May 21, 2012, and have any of the following symptoms, talk to your doctor as soon as possible.

- New or worsening headache
- Fever
- Sensitivity to light
- Stiff neck
- New weakness or numbness in any part of your body
- Slurred speech
- Increased pain, redness or swelling at your injection site

CDC will provide updated guidance as more information becomes available.

1.3.1 Causes

How to Do:

Fungal meningitis is rare and usually the result of spread of a fungus through blood to the spinal cord. Although anyone can get fungal meningitis, people with weak immune systems, like those with AIDS or cancer, are at higher risk.

The most common cause of fungal meningitis for people with weak immune systems is *Cryptococcus*. This disease is one of the most common causes of adult meningitis in Africa.

1.3.2 Transmission

How to Do:

Fungal meningitis is not contagious, which means it is not transmitted from person to person. Fungal meningitis can develop after a fungus spreads through the bloodstream from somewhere else in the body, as a result of the fungus being introduced directly into the central nervous system, or from an infected body site infection next to the central nervous system.

You may also get fungal meningitis after taking medications that weaken your immune system. Examples of these medications include steroids (such as prednisone), medications given after organ transplantation, or anti-TNF medications, which are sometimes given for treatment of rheumatoid arthritis or other autoimmune conditions.

Different types of fungus are transmitted in several ways. *Cryptococcus* is thought to be acquired through inhaling soil contaminated with bird droppings, and *Histoplasma* is found in environments with heavy contamination of bird or bat droppings, particularly in the Midwest near the Ohio and Mississippi Rivers. *Blastomyces* is thought to exist in soil rich in decaying organic matter in the Midwest United States, particularly the northern Midwest. *Coccidioides* is found in the soil of endemic areas (Southwestern US and parts of Central and South America). When these environments are disturbed, the fungal spores can be inhaled. Meningitis results from the fungal infection spreading to the spinal cord. *Candida* is usually acquired in a hospital setting.

1.3.3 Risk Factors

How to Do:

Certain diseases, medications, and surgical procedures may weaken the immune system and increase your risk of getting fungal infection, which can lead to fungal meningitis. Premature babies with very low birth weights are also at increased risk for getting Candida blood stream infection, which may spread to the brain.

Living in certain areas of the United States may increase your risk for fungal lung infections, which can also spread to the brain. For example, bird and bat droppings in the Midwestern United States may contain Histoplasma, and soil in the Southwestern United States may contain Coccidioides.

African Americans, Filipinos, pregnant women in the third trimester, and people with weak immune systems are more likely to get Coccidioides infection, which is also called valley fever.

1.3.4 Signs and Symptoms

How to Do:

Signs and symptoms of fungal meningitis may include the following:

- Fever
- Headache
- Stiff neck
- Nausea and vomiting
- Photophobia (sensitivity to light)
- Altered mental status

1.3.5 Diagnosis

How to Do:

If meningitis is suspected, samples of blood or cerebrospinal fluid (near the spinal cord) are collected and sent to a laboratory for testing. Knowing the specific cause of meningitis is important because the severity of illness and the treatment will differ depending on the cause.

To confirm fungal meningitis, specific lab tests can be performed, depending on the type of fungus suspected.

1.3.6 Treatment

How to Do:

Fungal meningitis is treated with long courses of high dose antifungal medications, usually given through an IV line in the hospital. The length of treatment depends on the status of the immune system and the type of fungus that caused the infection. For people with immune systems that do not function well because of other conditions, like AIDS, diabetes, or cancer, treatment is often longer.

1.3.7 Prevention

How to Do:

No specific activities are known to cause fungal meningitis. Avoid soil and other environments that are likely to contain fungus. People with weak immune systems (for example, those with HIV infection) should try to avoid bird droppings and avoid digging and dusty activities, particularly if they live in a geographic region where fungi like Histoplasma, Coccidioides, or Blastomyces species exist. HIV-infected people cannot completely avoid exposure.

Subject Experts

The following may be consulted for additional information.

Vice President for IT, Campus Services, and Security

Emergency Procedures Preface and Emergency Response Guidelines

Info Sheet

Document Number: EMER--100d

Revision #: 1.0

Document Owner:

Date Last Updated: 11/03/2015

Primary Author: Vice President for IT, Campus Services, and Security

Status: Approved

List:

1 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 for IT, Campus Services, and Security, or the Emergency Safety and Services Committee (ESSC) for evaluation and adoption.

2 Important Telephone Numbers and Addresses

Important Telephone Numbers	Number
Local Emergency Services	911
Campus Security (if on campus)	extension 2222
Campus Security (if off campus)	615.476.3061
Vice President for IT, Campus Services, and Security	615.547.1255
Dean of Students	615-547-1387
Vice President for Academic Affairs	615.547.1311
Vice President for Business and Finance	615.547.1249
Director of Human Resources	615.547.1247
Counseling Center	615.547.1397
Wilson County Emergency Management	615.444.8777
Wilson County Mobile Crisis	800.704.2651
Wilson County Health Department	615.444.5325
Poison Control Center	615.322.6435

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
South Hall: 303 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.

3 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: 615-476-3061
2. Call the Vice President for IT, Campus Services, and Security: 615-547-1255

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

1. Dial 911
2. Notify Security at the earliest opportunity: extension 2222 or 615-476-3061
3. Call the Vice President for IT, Campus Services, and Security: 615-547-1255

Subject Experts

The following may be consulted for additional information.

Dean of Students

Director of Residence Life and Greek Affairs

Vice President for IT, Campus Services, and Security

Regulations

Standards of good practice

University governance