



EMERGENCY RESPONSE PLAN

Revised June 2012

Note: This is the Media Version of the Emergency Response Plan; some of the information in this document has been omitted due to confidentiality purposes.

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

1.	Purpose	Page 4
2.	Emergency Defined	4
3.	Initial Response	4
4.	Declaration of Emergency	5
5.	Emergency Policy Group/Chain of Command.....	5
6.	Emergency Operations Center.....	5
7.	Emergency Management Group.....	6
8.	NIMS Functional Groups (a.k.a. General Staff)	8
9.	Emergency Response Priorities.....	13
10.	Specific Responsibilities	14
	Chancellor	14
	Vice Chancellor for Academic Affairs	14
	Vice Chancellor for Finance and Administration	14
	Vice Chancellor for Student Affairs	14
	Vice Chancellor for University Advancement.....	15
	Chief Information Officer	15
	Director of University Relations (Public Information Officer)	15
	Director of Public Safety	15
	Director of Physical Plant	16
	Environmental Health and Safety Officer.....	16
	Emergency Management Coordinator (Includes Duties as UT TEMA Field Representative)	16
	Housing/Residence Life.....	17
	Director of Student Health Services	17
	Dining Services	17
	Risk Manager	17
	Director of Athletics	17
11.	Command Post	17
12.	Staging Areas	18
13.	Evacuations	18
14.	Shelters	18
15.	News Media.....	18
16.	Volunteer Management	19
17.	External Agencies.....	19
18.	Purchasing Guidelines	19
19.	Transportation Services	19
20.	Lines of Communication	19
21.	Documentation of Activities	19
22.	Log of Events	20
23.	Recall Plans	20
24.	Building Managers	20
25.	Maintenance of Emergency Response Plan	20
26.	Emergency Response Plan Training.....	20
27.	WEBEOC	20
28.	Handling of Campus Farm Animals.....	20

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

Appendices:

Appendix A - Municipal Emergency Telephone Numbers	21
Appendix B - UTM Emergency Management Team Contact Numbers	22
Appendix C - Significant Occupational Services, UTM Personnel Home Telephone Numbers	23
Appendix D - Recall List for Department of Public Safety	24
Appendix E - Campus Building Managers and/or Emergency Contacts	25
Appendix F - Campus Residence Buildings Emergency Contacts	26
Appendix G - Campus Map	27
Appendix H - Weekday After-Office Hours Contacts.....	28
Appendix I - Weekend Hours.....	29
Appendix J - University Radio Communication Resources	30
Appendix K - Amateur Radio Operators	31
Appendix L - University-Owned Vehicles.....	32
Appendix M - Utilities Contacts.....	33
Appendix N - Emergency Resource Information	34
Appendix O - Emergency Notification Information.....	35
Appendix P - Fire Drill Procedures for Academic Buildings	36
Appendix Q - Bomb Threat Procedures.....	37
Appendix R - Tornado Procedures	41
Appendix S - Earthquake Procedures.....	42
Appendix T - Flu Pandemic Response Plan	43
Appendix U - Classroom Response to Armed Intruders	49
Appendix V - Public Safety Response to Armed Encounters.....	52
Appendix W - Mutual Aid Agreement with City of Martin	55
Appendix X - Mutual Aid Agreement with Weakley County Emergency Management Agency	59
Appendix Y - Academic Affairs Emergency Response Plan	60
Appendix Z - Emergency Response Procedure, Vice Chancellor for Finance and Administration.....	69
Appendix AA - Emergency Response Plan, Division of Student Affairs	70
Appendix BB - University Advancement Emergency Response Plan.....	77
Appendix CC - Office of University Relations Crisis Communications Plan	84
Appendix DD - Miscellaneous Institutional Resources.....	86
Appendix EE - Automated External Defibrillators.....	87
Appendix FF - Vendor Call List.....	93
Appendix GG - Information Technology Services Emergency Response Plan.....	97

1. PURPOSE [\[Return to Table of Contents\]](#)

The Emergency Response Plan procedures provided in this plan are to enhance the protection of lives and property through the effective use of University and campus community resources. A state of emergency may be declared at any time an emergency reaches such proportions that the emergency cannot be handled by routine measures. Two categories of emergencies which may require such a response are (1) large scale natural or man-made disasters, and (2) large scale disorder. Such emergencies may include, but not be limited to; tornados, earthquakes, winter storms, fires, infectious diseases, hazardous chemical spills, transportation accidents, explosions, utility outages, civil disturbances, bombs, hostage situations, or terrorist activities. Since emergencies normally occur without warning, these procedures are designed to provide sufficient flexibility to accommodate contingencies of assorted types and magnitudes.

2. EMERGENCY DEFINED [\[Return to Table of Contents\]](#)

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

- A. **MINOR EMERGENCY:** Any potential or actual incident that does not seriously affect the overall functional capacity of the University. Emergencies in this category will be handled according to the established procedures of those work units responsible for responding to these emergencies. Notifications to higher authority will be made consistent with the protocols of the responding work units.

- B. **MAJOR EMERGENCY:** Any potential or actual incident that substantially disrupts a significant portion of the overall operations of the University. Outside emergency services, as well as major commitment of campus support services, may be required. The Department of Public Safety will take immediate action to meet the emergency and safeguard persons and property. Major policy considerations will be required from higher levels of campus authority. The Emergency Response Plan may be activated at the direction of the Chancellor or his designee.

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

3. INITIAL RESPONSE [\[Return to Table of Contents\]](#)

The initial and primary responder to emergencies will normally be the Department of Public Safety. Upon arrival at an emergency scene, the ranking or senior officer on the scene will:

- A. Make a quick initial assessment of the situation,
- B. Request internal and external support resources immediately necessary to prevent further injuries, attend to injured persons, and restore order,
- C. Take the appropriate action to notify persons in the affected area of imminent danger, and
- D. Notify the next higher authority in the Department of Public Safety chain-of-command (if the next higher authority is not immediately available, then efforts will be made to contact higher levels of authority in ascending order).

The director of the Department of Public Safety, or in his absence, the highest ranking officer contacted, will take immediate steps to intervene in the emergency and contact the Vice Chancellor for Finance and Administration. If the Vice Chancellor for Finance and Administration cannot be contacted, the Chancellor will be contacted. If it is not possible to contact the Chancellor, efforts will be made to contact a Vice Chancellor in the order specified in section 5 of this plan. If neither the Chancellor nor a Vice Chancellor can be contacted, a member of the Emergency Management Team (EMT) will be contacted.

4. DECLARATION OF EMERGENCY [\[Return to Table of Contents\]](#)

The Chancellor, with or without consultation from the EMT, will make a determination of whether activation of the Emergency Response Plan is appropriate. If the plan is to be activated, the Department of Public Safety Director will cause EMT and Emergency Policy Group members (as well as others as directed by the Chancellor) to be contacted, advise them that the Emergency Response Plan has been activated, and direct them to respond to the Emergency Operations Center (EOC). Whenever the Emergency Response Plan is activated, all activity will be compatible with the (NIMS) National Incident Management System.

5. EMERGENCY POLICY GROUP/CHAIN OF COMMAND [\[Return to Table of Contents\]](#)

The Chancellor's Staff serves as the Emergency Policy Group (EPG). The EPG provides guidance and support to first responders, including setting priorities and direction for campus response and recovery activities. The Emergency Policy Group serves in a support role to the Chancellor and is comprised of the following core members:

- Vice Chancellor for Academic Affairs
- Vice Chancellor for Finance & Administration
- Vice Chancellor for Student Affairs
- Vice Chancellor for University Advancement
- Director of University Relations
- Safety Officer
- Others as designated by the Chancellor

The Chancellor, with or without the consultation with the EPG, will make a determination of whether activation of the Emergency Response Plan is appropriate. If the plan is to be activated, the Director of Public Safety will cause EPG members (as well as others designated by the Chancellor) to be contacted, advised that the Emergency Response Plan has been activated and direct them to respond to the Emergency Operations Center (EOC).

Any member of the EPG can activate the EPG in the absence of the Chancellor when an emergency arises. The EPG assesses the situation based on information from the Emergency Management Group (which relies on Functional Support Groups as well as External Emergency Response Agencies). The Chancellor or delegate is empowered to declare a University Emergency when:

- a. Conditions exist on or within the vicinity of the campus which result from natural or human caused disasters or civil disorders which pose a threat of serious injury or damage to property, the environment or University Operations.
- b. Extraordinary measures are needed to avert, alleviate, or repair damage to University Property or to maintain orderly operation on campus.

The Vice Chancellor for Finance and Administration and the Emergency Management Coordinator have the overall responsibility for ensuring that workable plans are in place that will address anticipated emergency situations that could occur on campus.

6. EMERGENCY OPERATIONS CENTER [\[Return to Table of Contents\]](#)

The location of the Emergency Operations Center (EOC) will be the presentation room in Crisp Hall. In the event that Crisp Hall has been damaged to the extent it is not functional, the Chancellors' Conference Room will be the EOC. In the event that neither of these locations is usable, the Maintenance Center conference room will be the EOC. The Emergency Management Coordinator will oversee operations within the EOC. Members of the Emergency Management Team, and others as designated by the Chancellor, will be present

in the EOC. All activities will be monitored and coordinated from the EOC. Requests for personnel, equipment, and supplies, regardless of the source, will flow through the EOC to ensure a coordinated effort and to insure the best use of the resources needed to handle the emergency situation.

7. EMERGENCY MANAGEMENT GROUP [\[Return to Table of Contents\]](#)

The Emergency Management Group is responsible for managing the response and recovery during and following an emergency. The EMG may be activated by the Chancellor (Planning Chief), Vice Chancellor for Finance and Administration (the Emergency Manager), or the Director of Public Safety (the Incident Commander) depending on the nature of the emergency. Housed in a designated Emergency Operations Center, the primary functions of the EMG are:

- To seek policy decisions and direction from Emergency Policy Group.
- To receive, prioritize, route and disseminate information.
- To provide resources needed by the campus.
- To coordinate and provide support to field activities.
- To coordinate support for emergency responders.
- To deal with issues that are beyond the scope of the field operations.

Under the leadership of the Emergency Manager, the Emergency Management Group responsibilities in the EOC are as follows:

A. Emergency Operations Center Manager (Vice Chancellor for Finance and Administration or Designate)

- Liaises with the Emergency Policy Group.
- Directs activities and organization of the EOC.
- Determines levels of staffing needed in the EOC.
- Provides regular updates to the Public Information Officer on emergency response activities.
- Provides information and updates from the Emergency Policy Group to EOC staff.

B. Safety Officer (Environmental Health and Safety)

- Responsible for the health and safety of the emergency response staff.
- During the emergency, provides the overall safety authorization for operational activities prior to implementation.
- Provides advice to the Emergency Management Group regarding protective actions. Personal protective equipment requirements, exposure risks (physical, chemical, biological, electrical, radioactive, etc) and recommended protective strategies.

C. Public Information Officer - PIO (Director of University Relations or Designate)

- Acts as the University's spokesperson during and following the emergency.
- Communicates current information *internally* to the EOC and *externally* to the University of Tennessee at Martin Community and Media.
- Serves as the primary contact to other external agency PIO's.
- Liaises with the communications staff to produce media statements, protective action decision statements and staff guidance documents.
- Takes a lead role in identifying subject matter expert spokespersons as appropriate or required.
- Establishes and updates emergency email listservs, message signs, and web sites.
- Within communications, establishes Community/Public Inquiry and Rumor Control functions to research and collect information to support EOC planning objectives, to assist the Emergency

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

Policy Group in the development of key messages, and that may impact emergency response operations.

- Monitors the EOC activity in order to provide input to the Emergency Policy Group when formulating key messages.

D. Liaison Officer (Director of Public Safety or Designate)

- Interfaces with external Emergency Response Agencies (e.g., fire, law enforcement, TEMA, etc) volunteer support groups, other institutions, etc, as needed.
- Serves as advisor to the Emergency Manager regarding plans, standard operating procedures (SOP's) and mutual aid agreements.
- During the emergency, coordinates general situation status reports and briefing notes (even after interfaces are established between NIMS staff and external organizations and their respective NIMS sectional counterparts in the University of Tennessee at Martin's EOC).
- Provides direction to Duty Officers and Administration Section staff regarding activation, set-up, and operational process flow for the Emergency Operations Center until "operational status" is declared and authority is transferred to the Emergency Manager (EOC).
- Provides ongoing interpretation and advice to the Emergency Manager (EOC) regarding emergency management plans, practices, protocols and available resources.
- Requests external operational information (i.e. operational situational reports, incident action plans and updates) from external agencies and support groups as required and via the scribe, Finance/Administration Section Chief, Duty officers, directs it to the appropriate functional cells such as Planning, Operations, Logistics or Finance/Administration section.

E. Scribe (Vice Chancellor of University Advancement or Designate)

- Documents all objectives, decisions and action plans created by the Emergency Management Group.
- Processes the dissemination of information from the EOC, from other internal University emergency management meetings and other related information.
- Provides situational report updates and informational briefings from the Emergency Management Group via the Administration/Finance Section Chief and Duty Officers to direct it to appropriate functional cells such as Planning, Operations, Logistics or Finance/Administration.

F. Duty Officers (Administrative Assistants and Directors)

- Assist in the set-up of the EOC and its equipment and assist with the response to the initial receipt of emergency information.
- Once the EOC is active, receives all general incoming calls and routes them to the appropriate NIMS functional cells for action.
- Responsible for all initial outgoing operational communications until the NIMS structure is in place and designated positions can communicate directly with their NIMS counterparts in other agencies.
- Maintains a log of all request, actions taken and decisions made and routed through the Duty Officers.
- Coordinates with the Administration Section Clerk to update all situational boards, visual displays and electronic logs.
- Coordinates with the scribe to provide situational report updates and informational briefings from the Emergency Management Group to the Administration/Finance Section Chief to produce reports and direct them to the appropriate functional cells such as Planning, Logistics, Operations or Finance/Administration.

- Ensures records of all EOC activity are maintained and filed by the staff of the Finance/Administration Section.

8. NIMS FUNCTIONAL GROUPS (A.K.A. GENERAL STAFF) [\[Return to Table of Contents\]](#)

The following “sections” or “cells” make up the general staff that may be needed to respond to an emergency or to provide support in the Emergency Operations Center. Each section of the General Staff has a Section Chief who will lead the group, serve as the point of contact for the section, and help determine the level of staffing and expertise needed within the section to respond to the emergency.

A. Operations Section

The Operations Section staffs are the “doers” in the EOC. They are responsible for the overall coordination of resources needed to manage the emergency, and set priorities and monitor the needs of the field response. The Operations Section implements the strategies determined by the EOC Manager and the Emergency Policy Group and provides support to the field Incident Commander (IC) and response teams. The Operations Section Chief position can be filled by several of the section’s staff, depending on the type of emergency and will be confirmed by the Emergency Manager upon EOC activation. The Operations Section may include the following staff:

Security: (Director of Public Safety, Captain, or Designate)

- Invokes the Notification System of the EOC (Determines initial activation level and associated response activities - Monitoring, Partial or Full Activation).
- Manages policing and security functions by supporting the Incident Commander.
- Has the lead for the Operational Action Plan for law enforcement, security, perimeter establishment and control, traffic control, access control, public order and crime scene preservation as applicable.
- Coordinates with all 3-tier first responders (Police, Fire, EMS).
- In an emergency, acts as the primary liaison to Building Managers and trained Certified Emergency Response Team (CERT) Members.
- Directs all evacuation and sheltering efforts on or off campus.

Facilities: (Director of Physical Plant)

- Manages and coordinates the prioritized response and exchange of operational information for all buildings, power/water/HVAC utilities, roadways and grounds through designated personnel in the Physical Plant Department.
- Has the lead for Operational Action Plan for emergency inspection, damage assessment, repair and restoration of operations for all campus buildings, power/water/HVAC utilities, facilities, roadways and grounds.
- Coordinates emergency power and related support for all field operations and the EOC
- Provides reports from outside utilities and transitioning emergency operations for clean-up, repair and restoration operations.

Computing & Network Services (Chief Information Officer of ITS or Designate)

- Maintains the central data and computing infrastructure.
- Assesses operational status of campus data and computing services.
- Ensures support to emergency data network and computing application services.
- Directs restoration of central computing and networking infrastructure and services, arranging for emergency repairs.

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

- Leads the provision of technical support for campus telephone and communication systems used in the emergency response.
- Directs restoration of communications services on campus, arranging for emergency repairs.
- Establishes alternate means of communication when necessary and provides communications capabilities to support EOC operations.
- Manages the technical requirements of the Ham Radio Service for EOC operations.
- Assesses the need for and initiates appropriate actions (e.g. ensure availability of enterprise services such as internet access, email, voice communications, text messaging, central web service and student service applications) to ensure availability of enterprise services to support EOC priorities.
- Ensures that the University's "external" and central "internal" website is operational and updated as necessary (i.e. approved messages by the PIO) are available to be used by the Department of University Relations as a primary communication medium during and after an emergency.

Care/Shelter: (Vice Chancellor for Student Affairs, Director of Student Housing, Dining Services)

- Advise the Emergency Management Group (EOC) on all the matters pertaining to the provision of emergency food, medication, clothing and shelter for the University community generally.
- Identify and prepare an appropriate number of buildings to be used as emergency reception centers.
- Oversee/operate, direct and supervise the operation of such centers.
- With assistance from the Liaison Officer, Emergency Management Group, and Logistics section to coordinate support from established Non Government Support Groups (NGO's) such as Red Cross, Salvation Army, etc, to provide emergency social services including registration and inquiry.

B. Planning and Analysis Section

The Planning and Analysis Section are the "Knowers" and "Thinkers" in the EOC. They are responsible for determining what needs to be done to fix the problem, including analysis of the situation, writing situation reports, anticipating changing situations, developing action plans, monitoring resources and facilities, managing maps, documenting response and providing information to the Administration Section Staff and Duty Officers to update EOC status boards. The Planning and Analysis Section may include positions from both the Academic and Non-Academic divisions as follows:

Planning Chief: (Asst. Vice Chancellor for Finance & Admin. or Designate)

- Leads the overall management and analysis of disaster/incident information and assessment of impact and outcomes.
- Manages the receipt, posting, tracking and documentation of disaster/incident information by the Planning and Analysis Section staff.
- Provide the Emergency Manager (EOC) and Emergency Policy Group with an analysis of the situation and interruption to the University's programs.
- Ensures a general EOC log is maintained to document major actions and decisions of the EOC.
- Notify the University of Tennessee System Office and other state, local, and federal offices as necessary.

Facilities: (Assistant Director of Physical Plant)

- Provides information regarding campus lands, facility layout, design and infrastructure, and visually displays information in the EOC as required.

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

- Liaises with the State Fire Marshall, Director of Safety (Emergency Management Group) to determine appropriate evacuation routes and sheltering facilities.
- Assist in damage assessment of facilities and production of inspection and status reports.
- Coordinates with the Director of Physical Plant (EOC Operations Section) and the Assistant Director of Business Affairs to produce ballpark estimates of damage, loss and reconstruction/repair cost.
- Assist Planning and Analysis Chief and Operations Section Chief in determining emergency repair priorities.

Students: (Assistant Vice Chancellor for Student Affairs or Designate)

- Represents all student services for the University during the emergency response and recovery.
- Advises the Planning and Analysis Section Chief on the implications of emergency measures on students and support services.
- Maintains an inventory of students with disabilities and arranges for support for students requiring special assistance.
- Works with the Director of Student Health and the Director of Student Housing to determine housing, food and medication needs and coordinate provisions.
- Works with the EOC Public Information Officer to provide information to the campus community.
- Assist the Director of Admissions and Director of Human Resources with set-up of registration and inquiry services to reunite families and to collect queries concerning the safety and whereabouts of students.
- Monitors and provides for crisis-counseling services as needed.

Academic: (Associate Vice Chancellor for Academic Affairs or Designate)

- Liaises with Faculty Deans and Department Chairs to provide support as needed.
- Obtains input and feedback from academic offices and provides information and expertise in formulating the recommendations of the Planning & Analysis Section.
- Advises the Planning & Analysis Chief (Assist. Vice Chancellor for Finance & Admin. or designate) on the implications of emergency measures on academic programs and activities (classes, examinations, etc.).

C. Logistics Section

The Logistics Section is responsible for determining available resources to respond to the incident or emergency and is involved with all that is necessary to support the Operations Section. As the “Getters” of resources, the staff of this section is responsible for acquiring emergency response and recovery workers, employee/student resources, supplies and equipment. The Logistics Section is comprised of the following staff:

Logistics Section Chief: (Director of Business Affairs or Designate)

- Provides overall management of resource and logistical support for operations and planning functions that are beyond normal departmental assets.
- Responsible for overall coordination of personnel availability and assignment, equipment and supplies procurement, transportation services, Non-government Support Groups (NGO’s) volunteer support and donation management and identification and tracking of all existing resources.

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

Procurement: (Purchasing)

- Sets up all logistics for procurement and delivery of resources, both University/Campus resources and external goods and services.
- Arranges for field receipt and acknowledgement.
- Procures privately owned and vended services.
- Arranges for contracted services, equipment purchases, supplies purchase or support for emergency operations. If services are not actually purchased through the EOC, then sets up allocation and tracking process to assure vendors know whom to invoice and how they will be paid.
- Finds and distributes needed resources.

Human Resources: (Director of Human Resources or Assistant)

- Arranges for temporary hires as needed.
- Identifies and recruits employees from across the University for emergency-related roles and tasks as required and appropriate.
- Arranges for the EOC and emergency response staffing shift schedules, recall of staff and staff assignment.
- Executes critical processes for employee's benefits and payroll, having ensured that exigent systems are in place.
- Maintains an inventory of employees with disabilities and arranges support for both employees and students requiring special assistance.
- Monitors and provides for crisis-counseling to employees as needed.

NGO Support (Volunteers): (Director of Athletics or Assistant)

- Coordinates support from the University Campus and surrounding community, including NGO Support Groups (i.e. Red Cross, Salvation Army).
- Coordinates all volunteer resources to support the University's emergency response and recovery needs.
- With support from Human Resources and other staff, sets up processes for registering, screening and managing volunteers (i.e. background checks, emergency contact numbers, signed release from liability; etc).
- Arranges for volunteer support coverage and deploys as requested by Operations Section.

Transportation: (Supervisor of Transportation Services)

- Responsible for providing transportation to support emergency operations, including transport of emergency personnel, equipment, supplies and evacuations across or off campus.
- Manages the University's vehicle fleet.
- Maintains an inventory of all available transportation (vehicles) and support (fuel, supplies and drivers).

Food: (Dining Services)

- Establishes emergency contacts with suppliers to provide emergency supplies of food and fluids to support students in residence as needed.
- Obtains and allocates food and water supplies to support emergency staff needs (i.e. coordinates resources to provide hot meals and supplemental food for EOC and field level workers).

D. Finance & Administration Section

The Finance and Administration section are the “payers” responsible for determining the short and long-term fiscal impact of the emergency, cost accounting and compensation claims, timekeeping (employee hours worked), EOC administration and tracking expenditures throughout the emergency. This section is comprised of the following positions:

Finance and Administration Chief: (Asst. Vice Chancellor for Finance & Administration)

- Provides the overall management of financial accounting, analysis and reporting for the emergency response.
- As required, keeps the Emergency Policy Group and the Emergency Management Group advised of the total costs-to-date of the emergency response, estimated losses and financial impacts of the emergency to University’s businesses, programs and facilities.

Insurance: (Coordinator of Contracts)

- Establishes a process for tracking financial losses or liability for insurance claims.
- Ensures all contractors involved in response support and recovery operations have appropriate insurance coverage.
- Produces estimated loss reports and financial impact assessments for University’s businesses, programs and facilities.

Human Resources: (Payroll Services)

- Maintains timesheets for all emergency response personnel, including external agency workers.
- Calculates total staffing hours and overtime costs for the emergency response.
- Develops systems (including exigent systems) to ensure employees are paid.

Field Operations Command Post

Incident Commander: (Director of Public Safety, Captain or designated police supervisor)

The Incident Commander (IC) is responsible for all field level activities and operations designed to protect life, health and safety and to minimize damage to University property and infrastructure. The broader response will be managed by the Emergency Operation Center (EOC) and the Emergency Policy Group (EPG) once they are convened. The IC is in charge at the emergency site and communicates directly with the EOC Manager whose role is to support the Incident Commander.

The IC remains in control until relieved by a higher authority at the site, or by a senior officer of an appropriate first response agency such as Police, Fire or Emergency Medical Services. Once a higher authority is at site, the University’s Emergency Response Team takes direction from the Senior Officer of the municipal first response agency as part of a “Unified Command” structure.

The Incident Commander is responsible for the following:

- Establishing a “hot zone”, inner and outer perimeters to protect responders and members of the University community.
- Implementing the command system at the site.
- Assessing the nature and magnitude of the emergency.
- Determining the immediate threat to human life and structures.
- Determining the need for site evacuation and carrying out evacuations as necessary.

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

- Providing emergency search and rescue and first aid until supported by municipal first response agencies.
- Coordinating information and activities with the Emergency Operations Center Manager, once activated.

9. EMERGENCY RESPONSE PRIORITIES [\[Return to Table of Contents\]](#)

In any major emergency situation there are tasks which must be performed. Those primary tasks are listed below in three priority categories.

PRIORITY 1

1. Ensure the safety of members of the campus community and visitors.
2. Determine the nature and severity of the situation.
3. Shutdown of dangerous utilities.
4. Notification of EMT and response personnel.
5. Provide adequate EOC.
6. Establish communications by radio, telephone, email, and website.
7. Provide medical aid.
8. Fire suppression.
9. Initiation of search and rescue operations.
10. Control of hazardous substances.
11. Restrict access to impacted area(s).
12. Establish liaison as needed with the following:
 - Local/State/Federal law enforcement
 - Local fire/rescue/ambulance service
 - Local hospitals
 - County/State health departments
 - Local political jurisdiction officials
 - Weakley County Emergency Management Director
 - Red Cross
 - UT System

PRIORITY 2

1. Determine the extent of suspension of services/business.
2. Survey voice, video, data infrastructure, and server room for damage.
3. Survey of facilities and utilities for re-certification as appropriate.
4. External notifications of suspension of services.
5. Establish and maintain public and media relations.
6. Provide shelter, food, water, and sewer services for campus residents.
7. Dissemination of information on campus.
8. Control criminal activity on campus.
9. Provide psychological assistance to trauma victims.
10. Determine additional logistical support needed.

PRIORITY 3

1. Survey of valuable materials and equipment (Library, laboratories, etc.).
2. Survey of records, documents, and data.
3. Survey of academic and other departmental requirements.
4. Determination and consideration of fiscal concerns.
5. Determination and consideration of legal/liability concerns.
6. Acquisition of necessary supplies and equipment and renewal of outside sources.

7. Resumption of academic and other programs to the greatest extent possible.
8. External notifications or resumption of services.

10. SPECIFIC RESPONSIBILITIES [\[Return to Table of Contents\]](#)

In emergencies, normal procedures must sometimes be changed in order to mitigate the impact of the situation. The difference in performing tasks under normal situations as compared to potential or actual emergencies is that under emergency circumstances, all personnel and resources will be applied to the management of the situation under the direction of the EOC. In the event that the Chancellor or his/her designated representative is not available, the chain-of-command will be followed as designated in section 5 of this plan. The following are responsibilities that are to be performed by persons holding positions as designated:

CHANCELLOR

1. Activate the Emergency Response Plan and designate an Incident Commander (see page 12).
2. Be responsible for the overall operation and management of the Emergency Response Plan.
3. Move to the EOC and manage the emergency with the assistance of the Emergency Management Team and necessary support personnel.
4. Notify the University of Tennessee System Office and other state, local, and federal offices as necessary.
5. National Guard support will be obtained via a request to the Governor through the UT System President.
6. De-activate the plan when appropriate.

VICE CHANCELLOR FOR ACADEMIC AFFAIRS

1. Be prepared to assume the Chancellor's duties in his absence.
2. Identify personnel for support positions in EOC.
3. Acquisition of needed scientific expertise from University faculty.
4. Decide if classes will be suspended or canceled.
5. Coordinate the relocation of classes.
6. Ensure the integrity of academic records to the greatest extent possible.
7. Facilitate support of employees, and families of employees, who are casualties as a result of the emergency.
8. Other duties as assigned by the Chancellor.

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

1. Be the primary point of contact for the on-scene Incident Commander and Emergency Management Team.
2. Provide assistance in activation of the Emergency Response Plan and ensure that key personnel are notified.
3. Ensure that the appropriate building managers have been contacted and advised of current events.
4. Acquisition of resources from outside the University.
5. Work with the Vice Chancellor for Student Affairs to provide alternative housing for students and food services.
6. Other duties as assigned by the Chancellor.

VICE CHANCELLOR FOR STUDENT AFFAIRS

1. Coordinate all activities related to housing, shelters, evacuation locations, and other matters regarding University community members' safety and well being.
2. Coordinate activities related to providing food services to the University community.

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

3. Coordinate the use of Student Health Services and Nursing Department personnel.
4. Coordinate the delivery of psychological attention to trauma victims.
5. Establish an information system for inquiries concerning the well being of members of the University community.
6. Other duties as assigned by the Chancellor.

VICE CHANCELLOR FOR UNIVERSITY ADVANCEMENT

1. Maintain contacts with UT System, city, county, state and federal officials.
2. Maintain a log of external resources used.
3. Facilitate and track emergency related external expenditures.
4. Coordinate donations.
5. Other duties as assigned by the Chancellor.

CHIEF INFORMATION OFFICER

1. Activate key personnel on IT Services Emergency Response Team.
2. Perform initial assessment of systems and communications infrastructure.
3. Prepare emergency communications channels, including telephone, cable, web, myUTMartin, and email for use.
4. Assist University Relations with technical needs.
5. Inform EOC of the status of the communication infrastructure.
6. Maintain integrity of university data and systems.
7. Activate relationships with partner campuses and vendors for assistance.
8. Provide technical assistance to other areas.
9. Restore services for Business Continuity.
10. Maintain communications and coordination with off-campus service providers.

DIRECTOR OF UNIVERSITY RELATIONS (PUBLIC INFORMATION OFFICER)

1. Establish a media staging area.
2. Schedule the time and location of media briefings.
3. Schedule media tours.
4. Prepare press releases for approval by the Chancellor.
5. Keep the EOC advised of press inquiries.
6. Maintain liaison with news media sources.
7. Verify and/or issue media credentials.
8. Other duties as assigned by the Chancellor.

DIRECTOR OF PUBLIC SAFETY

1. Make notifications required for activation and implementation of Emergency Response Plan.
2. Take immediate action to care for injured persons.
3. Take immediate action to reduce the threat of potential casualties and property damage.
4. Initiate evacuation of appropriate areas.
5. Coordinate the clearing of evacuation and ingress routes.
6. Provide security of emergency area, evacuation routes, and ingress routes.
7. Survey emergency area for damages and injuries in order to request additional internal and external support required.
8. Establish a command post in the vicinity of the emergency.
9. Control criminal activity.
10. Serve as the initial commander of the command post.
11. Maintain communications with the EOC.

DIRECTOR OF PHYSICAL PLANT

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

ENVIRONMENTAL HEALTH AND SAFETY OFFICER

1. Make recommendations concerning areas requiring evacuations.
2. Provide technical assistance pertaining to chemical, biological, and physical hazards.
3. Other duties as assigned by the Chancellor.

**EMERGENCY MANAGEMENT COORDINATOR
(INCLUDES DUTIES AS UT TEMA FIELD REPRESENTATIVE)**

1. Supervise the support staff necessary to maintain the EOC.
2. Maintain record of communications to and from EOC.
3. Provide the equipment required to support the EOC function.
4. Maintain record of actions taken by EOC.
5. Be the primary liaison with the Weakley County Emergency Management Director.
6. Maintain unit Emergency Preparedness Plans in accordance with state requirements.
7. Participate in required training, exercises and meetings.
8. Be on call 24/7 and keep contact information current with UT Emergency Services Coordinator (ESC).
9. Be knowledgeable of the Tennessee Emergency Management Plan, local plans and the National Incident Management System.
10. Establish networks of key unit personnel to enable effective emergency planning and response.
11. Report any emergency that requires building evacuation to the UT ESC immediately.
12. Establish communication with the UT ESC upon activation of local or state Emergency Operation Centers and keep UT ESC informed of activities.
13. Function as the primary emergency contact for direction and coordination with TEMA for University activities and commitment of local resources during actual emergencies.
14. Keep unit leadership informed of emergency activities.
15. Maintain event log and decision record during emergencies.
16. Provide the following information to the UT ESC on the impact of the disaster on UT campus/institute:
 - Number of deaths, victims & injuries,
 - Needs of the victims,
 - Impact on infrastructure, citizenry, and university operations,
 - Boundaries of the disaster area,
 - Social, economic, and political impacts,
 - Jurisdictional boundaries involved,
 - Status of transportation systems and networks,

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

- Status of communications systems,
 - Status of staging areas, casualty collection points, evacuation points, etc.,
 - Status of EOCs, public safety facilities, and other critical sites,
 - Weather conditions affecting disaster operations,
 - Status of key personnel,
 - Status of EOC activation,
 - Status of emergency or disaster declaration,
 - Resource shortfalls and capabilities,
 - Status of evacuation efforts, shelter and feeding operations,
 - Major issues/activities being handled by local jurisdictions,
 - Overall priorities for response operations,
 - Status of action plans for upcoming activities,
 - Hazard-specific information,
 - Other information concerning status of disaster situation in affected area(s).
17. Maintain current records and contact information on university expertise in order to provide immediate support to disaster response efforts. Provide recommendations for specific expert mobilization for the ongoing disaster to the UT ESC.

HOUSING/RESIDENCE LIFE

1. Assist in evacuation of emergency area if residential facilities impacted.
2. Assist in controlling security of emergency area if residential facilities impacted.
3. Provide bedding for shelters and EOC.
4. Maintain storage area for property removed from emergency area.
5. Provide staff for evacuation and shelter areas.
6. Assist in determining status of students.

DIRECTOR OF STUDENT HEALTH SERVICES

1. Coordinate medical response of Student Health Services, Nursing faculty, and nursing students.
2. Establish triage area for minor injuries.
3. Coordinate with off-campus medical personnel to staff major triage areas.

DINING SERVICES

1. Provide meals for persons affected by the emergency.
2. Furnish meals for persons involved in the emergency control process.

RISK MANAGER

1. Assist Directors of Environmental Health and Safety and Physical Plant in making risk assessments.
2. Coordinate the preparation of the University's damage assessment report.

DIRECTOR OF ATHLETICS

1. Volunteer management.

11. COMMAND POST [\[Return to Table of Contents\]](#)

The Director of Public Safety will establish a command post near the scene of the emergency. The command post may be inside a building or at an outside location dependent upon the circumstances of the emergency. The purpose of the command post is to provide a single on scene location for command and control purposes, and damage assessments.

Initially, the Director of Public Safety will be in command of the command post. As the situation develops, command responsibilities may change as directed by the Chancellor. Upper level managers and directors from the University whose personnel are directly involved in the emergency response will report to the command post, as will commanders from responding agencies external to the University. Operational decisions relative to the emergency response will be coordinated from the command post. In addition to the primary command post in the vicinity of the emergency, sub-command posts may be established for purposes of directing specific functions, i.e., housing, evacuations, public safety, medical services, etc.

The command post will maintain contact with the EOC for purposes of instruction, status reports, and requests for support.

12. STAGING AREAS [\[Return to Table of Contents\]](#)

Staging areas will be established at a location away from the emergency but within a reasonable distance of the emergency. Staging areas should be located near a roadway on hard surfaces. The purpose of staging areas is to serve as a collection point for responding personnel, equipment, and other resources which may be needed for the emergency response. Resources will be dispatched from the staging area to the area of the emergency as directed by the command post. A staging area supervisor will be appointed by the commander of the command post. The staging area supervisor will be responsible for security of the staging area, as well as maintaining an accurate log of the resources available in the staging area.

The staging area will maintain contact with the command post and the EOC.

13. EVACUATIONS [\[Return to Table of Contents\]](#)

The decision to evacuate an area will be made by the on-scene Incident Commander after consultation with the EOC. If an evacuation decision must be made prior to activation of the EOC, the highest ranking Department of Public Safety employee at the location will issue the evacuation order. Notification of evacuation may be accomplished by phone, radio, loudspeaker, or by personal contacts.

While primary evacuation responsibilities lie with the Department of Public Safety, University employees such as building managers, Housing/Residence Life personnel, and Physical Plant employees will assist in the effort. During the evacuation process the persons being evacuated will be advised of where to evacuate to. If the evacuation requires transportation of members of the campus community or visitors, University vehicles will be provided by the Physical Plant. Public Safety is responsible for identifying routes of egress/ingress. Public Safety will ensure those routes are open for purposes of evacuation and emergency vehicle response.

14. SHELTERS [\[Return to Table of Contents\]](#)

Primary shelter locations will be the Elam Center, Fieldhouse, University Center, Student Life Bldg., and Ag Pavilion. After an emergency has occurred the director of the Physical Plant will inspect these facilities to determine their suitability for shelter purposes. If none of these facilities are appropriate due to damage caused by the emergency conditions, campus community members will be evacuated to locations identified as shelter locations by the City of Martin Emergency Response Plan. Housing/Residence Life and Physical Plant personnel are responsible for maintaining services in the shelters as long as evacuated persons are housed in these facilities.

15. NEWS MEDIA [\[Return to Table of Contents\]](#)

University Relations is responsible for coordinating the University's response to news media inquiries. No University employee other than employees of University Relations will release information to news media representatives unless instructed to do so by the EOC. All news media requests will be directed to

University Relations or the EOC. News media personnel will not be allowed into secure areas unless such access is directed by University Relations. Such access will be allowed only after consultation between the Director of University Relations (Public Information Officer) and the commander of the command post.

16. VOLUNTEER MANAGEMENT [\[Return to Table of Contents\]](#)

Volunteers will be directed to the staging area for registration and assignment. During the registration process volunteers will be required to provide some form of reliable identification. A volunteer log will be maintained which will reflect the name, address, date of birth, driver's license or social security number, any particular skill of each volunteer, the name of the supervisor to whom they are assigned, and the number of the identification card issued to the volunteer. Each volunteer will be issued an identification card that will be affixed to their outer clothing. Volunteers will be assigned to a supervisor involved in the emergency response.

17. EXTERNAL AGENCIES [\[Return to Table of Contents\]](#)

External agencies responding to the emergency will perform their responsibilities under the direction of the Incident Commander.

18. PURCHASING GUIDELINES [\[Return to Table of Contents\]](#)

All emergency purchases will be handled in the shortest possible time frames. To the greatest extent possible, University employees will make purchases using procurement cards. For those purchases which cannot be made by use of procurement cards, Business Affairs personnel will facilitate the timely acquisition of needed resources in a manner consistent with emergency situations.

A record of all emergency related expenditures will be maintained by the work unit making those expenditures. A copy of those records will be forwarded to the EOC and the original purchase documents will be handled consistent with University purchasing guidelines.

19. TRANSPORTATION SERVICES [\[Return to Table of Contents\]](#)

Transportation Services will be responsible for providing vehicles for evacuations and other emergency related activities. Distribution of vehicles will be made in such a manner as to maintain accountability while being responsive to the emergency needs of the University. Transportation Services should be prepared to experience an increase in emergency maintenance to University vehicles, to include minor off-site repairs related to such problems as flat tires, dead batteries, etc.

20. LINES OF COMMUNICATION [\[Return to Table of Contents\]](#)

The primary means of communications during an emergency are telephones, cell phones, and radios. The EOC will use telephones as the primary means of communications. If the University phone system has been rendered inoperable, then the EOC will use cell phones and radios. Radios will be the primary EOC communications medium if phones and cell phones are inoperable.

Radios will be the primary method of communications for operations personnel at the site of the emergency. In the event that phones, cell phones, and radios, become inoperable, "runners" will be used to transmit messages. Student workers will act as "runners."

21. DOCUMENTATION OF ACTIVITIES [\[Return to Table of Contents\]](#)

Each department/office/section will maintain a record of all emergency related activities performed by the personnel of that work unit. The record will reflect the personnel worker hours and other resources expended in response to the emergency, as well the assignments of personnel, and the work performed by each work unit.

22. LOG OF EVENTS [\[Return to Table of Contents\]](#)

A log will be maintained in the EOC which reflects all significant events and actions taken by the EOC. A communications log will also be maintained which reflects the time and date of every significant communication to/from the EOC, who the communication was received from/sent by, to whom the communication was directed, the nature of the communication, and any resulting EOC action.

23. RECALL PLANS [\[Return to Table of Contents\]](#)

All departments/offices will maintain a written recall procedure. A copy of these procedures will be sent to the Department of Public Safety. The Department of Public Safety has the responsibility to notify every major University work unit in the event of an emergency, and to specify the location of the command post. It is the responsibility of the work unit to notify all personnel who need to respond.

24. BUILDING MANAGERS [\[Return to Table of Contents\]](#)

Primary and secondary building managers for every building on campus will be appointed by the director of the Physical Plant. During an emergency building managers will facilitate the evacuation process. Building managers will report to the command post and be prepared to share their knowledge of building construction and unique features of the building which might impact the efforts of emergency response personnel.

25. MAINTENANCE OF EMERGENCY RESPONSE PLAN [\[Return to Table of Contents\]](#)

Copies of the Emergency Response Plan will be maintained by all members of the Emergency Management Team and department/office heads who will have significant roles in responding to emergencies. The plan can also be found on the Environmental Health and Safety Web site, http://www.utm.edu/departments/finadmin/ehs/emergency_response.pdf

It is the responsibility of department/office heads to establish appropriate procedures within their work units to facilitate plan implementation.

On an annual basis the Chancellor, Vice Chancellor for Finance and Administration and the Emergency Management Coordinator will review the plan and update/modify the plan as necessary. The Emergency Management Coordinator is responsible for making modifications and maintaining the plan.

26. EMERGENCY RESPONSE PLAN TRAINING [\[Return to Table of Contents\]](#)

It is the responsibility of the members of the Emergency Management Team and department/office heads to ensure that they and members of their staffs are knowledgeable concerning the contents of the plan. On an annual basis a simulated exercise will be conducted to test the entire plan.

Emergency Management Team members will receive training in the National Incident Management System (NIMS) method of handling emergency situations. The Chancellor's Staff adopted NIMS as the University Response Plan to facilitate interoperability and compatibility in emergency situations.

On a periodic basis different aspects of the plan will be tested, either through simulated exercises or in-service training. Training will be conducted by supervisors within their own work units or by the Emergency Management Coordinator. The Safety Committee will assist in these training exercises as necessary.

27. WEBEOC [\[Return to Table of Contents\]](#)

WEBEOC will be maintained by the Emergency Management Coordinator or other delegated person who has authorization and appropriate training.

28. Handling of Campus Farm Animals [\[Return to Table of Contents\]](#)

(In process)

APPENDIX A: MUNICIPAL EMERGENCY TELEPHONE NUMBERS (Revised 06/12)

CITY OF MARTIN

Martin City Hall	587-3126
Martin Fire Department.....	587-3151 or 911
Martin Fire Chief’s Office.....	587-4919
Martin Police Department	587-5355
Public Works Department	587-4910

WEAKLEY COUNTY

Volunteer Community Hospital	587-4261
Weakley County Ambulance	364-2120
Air Evac (Emergency)	911
(Business)	(731) 588-5030
Weakley County Emergency Management Agency (WCEMA), Jamison Peevyhouse	364-5454
Weakley County Municipal Electric	587-9521
Weakley County Sheriff’s Office.....	364-5454 or 364-2206

STATE OF TENNESSEE

Highway Patrol	
Nashville	(615) 741-3181 or (615) 251-5175
Jackson.....	(731) 423-6635
Dresden	(731) 364-9644
Tennessee Emergency Management Agency (TEMA) State Emergency Operations Center	
Nashville	(800) 262-3300 or (615) 741-0001
Jackson (TEMA West Office)	(800) 322-7341 or (731) 422-3300
Southern Poison Control Center.....	(800)-288-9999 or (615) 322-6435
Tennessee Division of Occupational Safety and Health Administration	
Nashville	(800) 249-8510 or (615) 741-2793
Department of Human Services (Dresden)	(731) 364-3128 or (731) 364-3113

TENNESSEE NATIONAL GUARD

If a determination is made that the Tennessee National Guard is needed on campus during the recovery, the Chancellor will initiate their arrival by requesting the University President to ask The Governor of Tennessee for the National Guard to be deployed to The University of Tennessee at the Martin campus.

**THE UNIVERSITY OF TENNESSEE AT KNOXVILLE
OFFICE OF RISK MANAGEMENT**

Judy McGhee, jmcghee@utk.edu (865) 974-5409, Fax (865) 974-0936

**THE UNIVERSITY OF TENNESSEE AT KNOXVILLE
OFFICE OF SAFETY**

Mark Smith, msmith38@utk.edu (865) 974-5084, Fax (865) 974-0094

**THE UNIVERSITY OF TENNESSEE
EMERGENCY SERVICES COORDINATOR
(UT ESC)**

Brian Gard, brian.gard@utk.edu Office (865) 974-3061, Fax (865) 974-3536,
Pager (865) 417-1136

[\[Return to Table of Contents\]](#)

APPENDIX B: UTM EMERGENCY MANAGEMENT TEAM CONTACT NUMBERS

	HOME	OFFICE	CELL
Chancellor.....		881-7500.....	
Vice Chan. for Academic Affairs		881-7010.....	
Vice Chan. for Finance and Administration		881-7800.....	
Vice Chan. for Student Affairs		881-3711/881-7710.....	
Vice Chan. for University Advancement.....		881-7626/881-7627.....	
Director of Public Safety		881-7775.....	
Director of University Relations (Public Information Officer)		881-7615.....	
Safety Officer, Environmental Health and Safety		881-7602.....	
UT-Martin Emergency Management Coordinator		881-7583.....	

Rev. 06/12

[\[Return to Table of Contents\]](#)

**APPENDIX C: SIGNIFICANT OCCUPATIONAL SERVICES,
UTM PERSONNEL TELEPHONE NUMBERS**

POSITION OR DEPT.	NAME	TELEPHONE NUMBER
Chancellor	Tom Rakes	
Vice-Chancellor for Finance and Administration	Nancy Yarbrough	
Director of Physical Plant	Tim Nipp	
Assoc. Director of Physical Plant & Plant Engineer	Brad Burkett	
Care of Grounds	Tommy Ray, Supervisor Kenneth Chappell, Foreman	
Carpenters	Ricky Bradberry - Primary Joe Darnell - Alternate 1 Avery Lawson - Alternate 2 Donald Bowlin - Alternate 3	
Chief Information Officer	Terry Lewis	
Computer Helpdesk		
Custodians (Housekeeping, Academic Buildings Only)	Dennis Kosta - Primary Don McClain - Alternate 1 Quentin Klinkefus -Alternate 2	
Electricians	Charles "Chip" Wilson - Primary Robert Miller - Alternate 1	
HVAC (Heating, Ventilation & Air Conditioning)	David Rinks, HVAC Foreman	
HVAC Family Housing (Univ. Courts, Grove Apts., & Univ. Village Phase I/Units A-E) – Heating/cooling, refrigerators, ice machines, walk-in coolers	Tony Maisano - Primary Chris Jones - Alternate 1 Dale Willis - Alternate 2 Davis Rash - Alternate 3	
HVAC Dorms (Ellington & Browning), Academic Buildings, & Univ. Village Phase II/Units F-H – Heating/cooling, leaks, exhaust fans, and pumps	Larry Brundige - Primary Kelly Bruner - Alternate 1 Pete Gibson - Alternate 2 Dale Willis - Alternate 3 Davis Rash - Alternate 4	
HVAC Scheduling, Control Systems HVAC, Heating/Cooling, Chillers	Davis Rash - Primary Pete Gibson – Alternate 1 Dale Willis - Alternate 2 Larry Brundige - Alternate 3	
Locksmith	Trent Hornbeak - Primary Mark Ellegood - Alternate 1	
Motor Pool	Mike Bivens Mike Travis	
Painters	Jeff Luther - Primary	
Plumbers	Derry Rogers - Primary Jason Todd - Alternate 1 Steve Dyer - Alternate 2 Larry Bondurant - Radio 21	
Steam Plant/Preventative Maintenance	Lester Brundige, Foreman	
Steam Plant – responsible for steam plant, manholes, high pressure steam until it reaches the building, all boilers, and all steam equipment	Dale Burton - Primary Tim Williams - Alternate 1 Tim Henson - Alternate 2	
Warehouse	Hogan Courtney - Primary	
Recycling Barn	Mike Davis, Jr.	

Rev. 06/12

[\[Return to Table of Contents\]](#)

APPENDIX D: RECALL LIST FOR DEPARTMENT OF PUBLIC SAFETY

A recall of officers can be initiated by the Director, Assistant Director, Operations Lieutenant, Lieutenant Detective, or the shift supervisor on duty.

1. The on duty supervisor will advise the dispatcher to recall all officers and dispatchers in the case of an emergency in which the shift supervisor foresees the need for more personnel.
2. If the telephone service is out, all officers and dispatchers will report for duty upon hearing of the event via AM and FM radio, television, or other law enforcement personnel.
3. All officers and dispatchers are to remain aware of conditions that occur in and around this area that could cause the recall plan to become activated.
4. The police officers are trained in first aid, CPR and in crisis decision-making. Officers are listed in the table below.

UNIT	NAME	POSITION	HOME PHONE	OFFICE EXT.
801	Scott Robbins	Director of PS		7775
804	Darrell Simmons	Lt. Detective		7784
805	Ray Coleman	Captain/Assistant Director		7776
819	Steve Sherfield	Lt. of Operations		7783
827	David Sliger	Sergeant		7779
836	Chad Worley	Sergeant		7779
823	Jerry Garcia	Patrol Officer		7777
840	Charlie Jahr	Patrol Officer		7777
842	Tara Beauchamp	Patrol Officer		7777
843	Matthew Scott	Patrol Officer		7777
845	Terry Guthrie	Patrol Officer		7777
846	Nick Combs	Patrol Officer		7777
847	Brent Perry	Patrol Officer		7777
	Emily Rogers	Sr. Police Dispatcher		7777
	Charlene LoVette	Principal Secretary		7707
	K. Lynn Hall	Fee Control Clerk		7778
	Tara Jahr	Sr. Budget Clerk		7778

Rev. 06/12

[\[Return to Table of Contents\]](#)

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

APPENDIX E: CAMPUS BUILDING MANAGERS AND/OR EMERGENCY CONTACTS

(Building numbers correspond with Appendix G: Campus Map.)

1.	Headquarters Building – Teaching & Demonstration Center		
	Graves Stables	Charlie Rowlett	881-1011
2.	Agriculture and Natural Resources Laboratories	Jerry Gresham, Tara Woods	881-7262, 881-1071
3.	Motor Pool	Mike Travis	881-7656
4.	Paint/Sign Shop	Jeff Luther	881-7640
5.	Maintenance Center	Tim Nipp	881-7601
6.	Physical Plant Greenhouse	Gerry Gallimore	881-7979
7.	Plant Science Research Center	Wesley Totten	881-7936
8.	Physical Plant Warehouse	Hogan Courtney	881-7980, 881-7981
9.	Ned McWherter Agricultural Complex	Charlie Rowlett	881-1011
10.	West Tenn. Agricultural Pavilion and Stalling Facility	Charlie Rowlett	881-1011
11.	ROTC Building	Timothy Marshall	881-7151
12.	Hardy M. Graham Stadium	Tim Nipp	881-7601, 881-7641
13.	Alumni Center	Charley Deal	881-7611
14.	Grove Apartments	Earl Wright, See Appendix F	881-7733
15.	Student Life and Leadership Center	Tim Barrington	881-7091
16.	Bob Carroll Athletic Training Facility	Jason Simpson	881-7671
17.	Kathleen & Tom Elam Center	Chris Smolk	881-3754
18.	Business Administration Building	Ernest Moser	881-7306
19.	Cecil M. & Boyce A. Gooch Hall	Debbie Mount	881-7104
20.	Communications Building	Robert Nanney	881-7556
21.	Holland McCombs Center	Lionel Crews	881-7436
22.	Sociology Building	Donna Brewer	881-3520
23.	Hall-Moody Administration Building	Laura Foltz	881-1428
24.	Andy Holt Humanities Building	David Coffey	881-7342
25.	Biology Greenhouse	Biology	881-7170
26.	Crisp Hall	Ray Coleman	881-7776
27.	Brehm Hall	Jerry Gresham	881-7262
28.	Paul Meek Library	Mary Carpenter	881-7070
29.	Fine Arts Building	Doug Cook	881-7406
30.	Joseph E. Johnson EPS Building	Richard Helgeson	881-7380
31.	Tennis Center	Dennis Taylor	881-7683
32.	Margaret N. Perry Children's Center	Leanne Snider	881-7716
33.	Heating Plant	Lester Brundige	881-7645
34.	Student Health Center	Shannon Deal	881-7750
35.	Prentice Cooper Residence Hall	Elizabeth Williams, See Appendix F	881-1219
36.	University Village Phase I	Sammie Linton, See Appendix F	881-1291
37.	Frank Clement Hall	George Daniel	881-1688
	Housing Facilities (Clement Hall)	Jain Waincott, See Appendix F	881-7928
	WLJT (Clement Hall)	Katrina Cobb	881-7561
38.	University Village Phase II	Anthony Prewitt, See Appendix F	881-8166
39.	Ed and Carolyn Boling University Center	John Abel	881-7756
40.	Buford Ellington Residence Hall	Michael Freeman, See Appendix F	881-8934
41.	Gordon Browning Residence Hall	Lindee McCurley, See Appendix F	881-8932
42.	Student Recreation Center	Gina McClure	881-7746
43.	University Courts Apartments	Earl Wright, See Appendix F	881-7733
44.	Child and Family Resource Center	Lori Wilson	881-7113
45.	Skyhawk Fieldhouse	Karen Greenockle	881-7310
46.	Ray and Wilma Smith Livestock Merchandising Center	Charlie Rowlett	881-1011
47.	Power Generation Facility	Tim Nipp	881-7601, 881-7641
48.	Animal Diagnostics Laboratory	Jerry Gresham	881-7262
49.	Northwest Child Care Resource Center	Tonda Emerson	881-7868
50.	Recycling Center	Mike Davis	
51.	Housing South Chiller Plant	David Rinks	881-7647
52.	Sheep and Goat Barn	Charlie Rowlett	881-1011
57.	Baseball/Softball Fieldhouse	Phil Dane	881-7661

Rev. 6/12

[\[Return to Table of Contents\]](#)

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

APPENDIX F: CAMPUS RESIDENCE BUILDINGS EMERGENCY CONTACTS

(Building numbers correspond with Appendix G: Campus Map.)

14. Grove Apartments	Earl Wright, Director of Housing	881-7733
35. AD – Prentice Cooper Residence Hall	Desk	881-8900
	Elizabeth Williams, Hall Director	881-1219
	Justin Alt, Asst. Hall Director	881-1220
36. University Village Phase I	Sammie Linton, Community Leader	881-1291
37. CH - Frank Clement Hall	Jan Wainscott, Housing Facilities	881-7928
38. University Village Phase II	Anthony Prewitt, Community Leader (G209).....	881-8166
40. EF – Buford Ellington Residence Hall	Desk	881-8930
	Michael Freeman, Hall Director	881-8934
	Phillip Masengill, Asst. Hall Director	881-8974
41. GH - Gordon Browning Residence Hall	Desk	881-8940
	Lindee McCurley, Hall Director.....	881-8932
	Allie Avery, Asst. Hall Director.....	881-8933
43. University Courts Apartments	Earl Wright, Director of Housing	881-7733

Department of Housing Administration

Director of Housing	Earl Wright	881-7733
Associate Director of Housing	Debbie Ferrell	881-7739
Assistant Director of Housing	Ryan Martin	881-7731
Housing Facilities (Clement Hall)	Robert Summers	881-7797

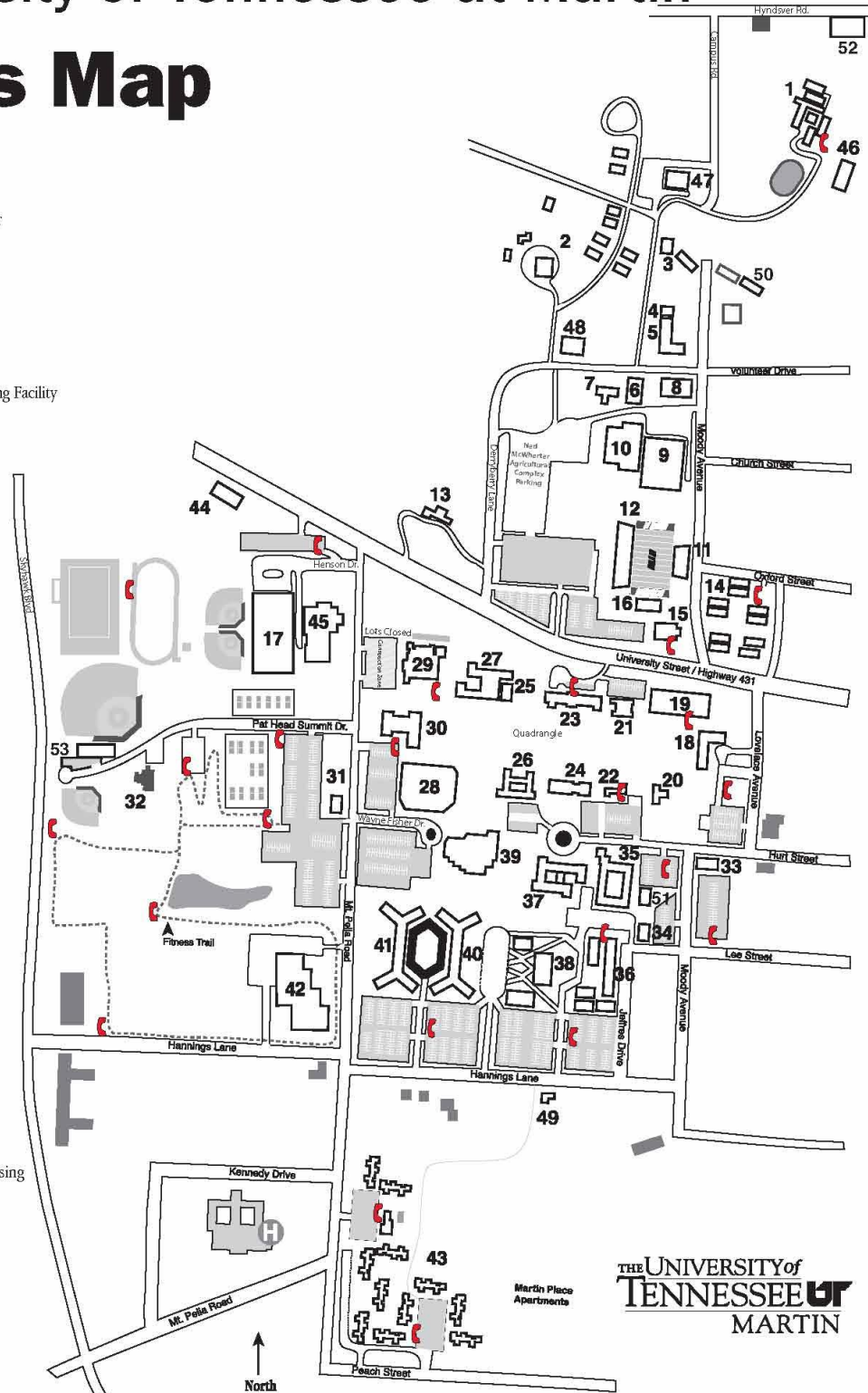
Rev. 06/12

[\[Return to Table of Contents\]](#)

APPENDIX G: CAMPUS MAP

The University of Tennessee at Martin Campus Map

1. Ag Teaching & Demonstration Center
2. Farm Maintenance Building & Swine Center
3. Motor Pool
4. Plant Science Research Center
5. Maintenance Center
6. Physical Plant Greenhouse A & B
7. Plant Science Research Center
8. Physical Plant Warehouse
9. Ned McWherter Agricultural Complex
10. West Tenn. Agricultural Pavilion and Stalling Facility
11. ROTC Building
12. Hardy M. Graham Stadium
13. Alumni Center
14. Grove Apartments
15. Student Life and Leadership Center
16. Bob Carroll Athletic Training Facility
17. Kathleen & Tom Elam Center
18. Business Administration Building
19. Cecil M. and Boyce A. Gooch Hall
20. Communications Building
21. Holland McCombs Center
22. Sociology Building
23. Hall-Moody Administration Building
24. Andy Holt Humanities Building
25. Biology Greenhouse
26. Crisp Hall
27. Brehm Hall
28. Paul Meek Library
29. Fine Arts Building (Construction)
30. Joseph E. Johnson EPS Building
31. Tennis Center
32. Margaret N. Perry Children's Center
33. Heating Plant
34. Student Health Center
35. Prentice Cooper Residence Hall
36. University Village
37. Frank Clement Hall
38. University Village Phase II
39. Ed and Carolyn Boling University Center
40. Buford Ellington Residence Hall
41. Gordon Browning Residence Hall
42. Student Recreation Center
43. University Courts Apartments
44. Child and Family Resource Center
45. Skyhawk Fieldhouse
46. Ray and Wilma Smith Livestock Merchandising Center
47. Power Generation Facility
48. Animal Diagnostics Laboratory
49. Northwest Child Care Resource Center
50. Recycling Center
51. Housing South Chiller Plant
52. Sheep and Goat Barn
53. Baseball-Softball Fieldhouse



APPENDIX H: WEEKDAY AFTER-OFFICE HOURS CONTACTS (5:00PM to 8:00 AM, M-F)

Students or staff manages most of these areas on a rotating basis; therefore, most contact names are not available for this table.

CONTACT AREA	CLOSING TIME	TELEPHONE
Dormitories/Apartment-style Residences Jan Wainscott, Housing Facilities AD--Prentice Cooper Residence Hall Desk Elizabeth Williams, HD Justin Alt, AHD GH--Gordon Browning Residence Hall Desk Lindee McCurley, HD Allie Avery, AHD EF--Buford Ellington Residence Hall Desk Michael Freeman, HD Phillip Masengill, AHD A-E--University Village Phase I Community Leader Sammie Linton F-H--University Village Phase II Community Leader Anthony Prewitt	Always open--No closing hours when dorms/resid. in use	881-7928 881-8900 881-1219 881-1220 881-8940 881-8932 881-8933 881-8930 881-8934 881-8974 881-1291 881-8166
Apartments Grove Apartments Earl Wright University Courts Earl Wright	Always open--No closing hours when apartments in use	881-7733 881-7733
Paul Meek Library *After Hours Study Lounge	11 PM *AHSL always open	881-7063, 881-7065, 881-7092 Officer in Charge (OIC) Make Contact
Steam Plant	None	7645 or Radio Freq. 2, Unit 19
University Center	11 PM	881-7755 or 881-7765
Computer Center (Crisp Hall) Computer Labs - Contact Help Desk For Help Labs: 212 Gooch Hall 24-Hour Lab Library (behind Captain's Coffee) 223 Paul Meek Library 2 nd Floor University Center	8 PM 12 AM 11 PM None 11 PM 11 PM	881-7861 881-7900 (opens 6:30AM) 881-7900 881-7900 (always open) 881-7900 881-7900
Fine Arts (Temporarily closed for renovations)		
Elam Center (Also, radio Channel 2)	9 PM	881-7745 or 881-7792
Student Recreation Center	11 PM	881-7745, 881-3750, 881-3751
Rev. 06/12		

[\[Return to Table of Contents\]](#)

**APPENDIX I: WEEKEND HOURS CONTACTS
(5:00PM to 8:00AM, FRIDAY TO MONDAY)**

These areas will be managed by students or staff on the same basis as weekdays after office hours and will be notified by the Department of Public Safety in the event of an emergency.

CONTACT AREA	CLOSING TIME	TELEPHONE
Dormitories/Apartment-style Residences Jan Wainscott, Housing Facilities AD--Prentice Cooper Residence Hall Desk Elizabeth Williams, HD GH--Gordon Browning Residence Hall Desk Lindee McCurley, HD EF--Buford Ellington Residence Hall Desk Michael Freeman, HD A-E--University Village Phase I Community Leader Sammie Linton F-H--University Village Phase II Community Leader Anthony Prewitt	Always open--No closing hours when dorms/resid. in use	881-7928 881-8900 881-1219 881-8940 881-8932 881-8930 881-8934 881-1291 881-8166
Apartments Grove Apartments Earl Wright University Courts Earl Wright	Always open--No closing hours when apartments in use	881-7733 881-7733
Paul Meek Library *After Hours Study Lounge	5 PM Sat 11 PM Sun *AHSL always open	881-7061, 881-7063, 881-7065, 881-7092 Officer in Charge (OIC) Make Contact
Steam Plant	None	881-7645 or Freq. 2 Unit 19
University Center	11 PM	881-7755 or 881-7765
Computer Center (Crisp Hall) Computer Labs - Contact Help Desk For Help Labs: 212 Gooch Hall 24-Hour Lab Library (behind Captain's Coffee) 223 Paul Meek Library 2 nd Floor University Center	None 12 AM 11 PM Fri None 5 PM SAT 11 PM SUN 11 PM	881-7900 881-7900 (opens 6:30AM) 881-7900 881-7900 (always open) 881-7900 881-7900 881-7900
Fine Arts (Temporarily closed for renovations)		
Elam Center (Also, radio Channel 2)	7 PM FRI 1-5 PM SAT & SUN	881-7745 or 881-7792
Student Recreation Center	11 PM FRI 6 PM SAT 11 PM SUN	881-7745, 881-3750, 881-3751

Rev. 06/12

[\[Return to Table of Contents\]](#)

APPENDIX J: UNIVERSITY RADIO COMMUNICATION RESOURCES

Approximately 176 radios are available on campus that can be used for communication. The base unit at the Office of Public Safety in Crisp Hall can transmit on both channels 1 and/or channel 2. During an emergency recovery, these radios could be used for communication until telephone service is restored.

The City of Martin Police Department, Martin Fire Department, Weakley County Sheriff’s Office and surrounding police departments use frequencies that can be monitored by the base unit at Crisp Hall. The Office of Public Safety has the capacity to communicate directly with the Martin Police Department through our radio bases. The Martin Fire Department and the Weakley County Ambulance Service have two-way communication directly through the base unit at Crisp Hall. During a power failure, the emergency generator at Crisp Hall will provide emergency power to operate the base station and charge hand held radios. The batteries in the hand-held units can maintain a charge for up to ten hours before needing to be recharged.

In the event of a disaster, communication will become a priority. Telephone service could be disrupted, or non-existent, for an undetermined duration. In addition to and as a back-up to the telephone service, several campus offices have hand-held two-way radios for their communications. Some offices have one-way radios in addition to the two-way radios. Listed below are offices and numbers of radios that are in these offices.

OFFICE	RADIO UNITS
Public Safety	01 Base station in Crisp Hall 01 Base station with Martin PD frequency 01 Base station with Maintenance frequency 37 hand-held radios (includes housing) 03 Mobile radios 02 City Radios
Maintenance	01 Base station in Maintenance Center 01 Base station in Warehouse 66 hand-held radios
Housing	42 hand-held radios
Campus Recreation	01 Base station in Rec-Check, Elam Center 15 hand-held radios
Athletic Training Room	01 Base station in Training Room, Elam Ctr. 04 hand-held radios

A HAM radio station is installed in Crisp Hall for use during emergencies when other means of Communication are not available. The call sign for the University’s radio station is W4UTM. See Appendix K for a list of University employees who are licensed HAM operators that have agreed to serve during emergencies.

Rev. 06/12

[\[Return to Table of Contents\]](#)

APPENDIX K: AMATEUR RADIO OPERATORS

UT Martin has installed a HAM radio station (W4UTM) that can be used during times of emergencies to communicate with other agencies and institutions. There are several amateur radio operators on the UT Martin Campus who have volunteered to be on call during emergency situations. These individuals have knowledge of other HAM operators in Weakley County that we could call on if needed.

<u>Operator</u>	<u>Work Phone No.</u>	<u>Home Phone No.</u>	<u>Cell Phone No.</u>	<u>Call Sign</u>
Roger Elmore	7905			KJ4AJP
Terry Lewis	7898			KC4YLK
Mark McAlpin	7873			N4ZFL
Bruce Harrison	7892			WB4MJG
Lee Bennett	7386			N4ABU
Rodney Freed	7532			K4RLF

Rev. 06/12

[\[Return to Table of Contents\]](#)

APPENDIX L: UNIVERSITY-OWNED VEHICLES

At any given time, many of these vehicles are being used for university travel. Therefore, all vehicles may not be present on campus at the time of a disaster. These vehicles are maintained at Transportation Services and can be used to move supplies or personnel as needed.

NO. VEHICLES	TYPE OF VEHICLE
02	Police Cars--Marked
01	Police Car--Unmarked
25	Mid-sized Passenger Cars
02	5-Passenger Vans
05	7-Passenger Vans
07	12-Passenger Vans
01	Freight Truck
32	Pick-up Trucks
12	Van Trucks
02	Dump Truck
02	One 27-Passenger and One 29-Passenger Bus
09	Golf Carts

GASOLINE STORAGE TANKS

Transportation Services maintains a 12,000 gallon underground gasoline tank and a 1,000 gallon above ground diesel storage tank.

Rev. 06/12

[\[Return to Table of Contents\]](#)

APPENDIX M: UTILITIES CONTACTS

1. **GAS SERVICE** (587-3126 or after hours call 587-5355)

The City of Martin has the responsibility of turning off main gas lines. RVAC can turn off the gas flow from the university side of the meter in each of the buildings. During an emergency, these gas lines will be closed off as quickly as possible, when necessary, to prevent fire. Disruption of service could be complicated by broken or damaged gas lines, in which case, reinstating service would take longer.

2. **WATER SERVICE** (587-3126 or after hours call 587-5355)

The City of Martin has the responsibility of turning off main water valves to the campus. HVAC can turn off the water on the university side of the meters in each of the buildings. The swimming pool at the Elam Center and the university pond can be used as reserve water sources. It is not advisable to use these water sources for drinking water purposes because of the accumulation of salts and acids in pool water and unknown contaminants in the pond; however, these water sources can be used for bathing, fire fighting or sanitary needs. The City of Martin will restore water utilities as quickly as possible.

3. **ELECTRICITY** (587-9521 all hours)

During a power outage there are emergency lights located strategically throughout the campus buildings. These battery-operated lights should operate a minimum of two hours before beginning to lose power. Weakley County Municipal Electric System has both underground and above ground lines running through the campus. Electrical power will be restored as quickly as possible.

Rev. 06/12

[\[Return to Table of Contents\]](#)

APPENDIX N: EMERGENCY RESOURCE INFORMATION

1. **FIREFIGHTING EQUIPMENT**

The University's firefighting equipment is limited to approximately 900 fire extinguishers located throughout the campus. Several buildings, including dormitory trash chute rooms, have fire-activated sprinkler systems; however, these sprinkler systems are water dependent. The kitchen areas of the University Center have fire suppression systems designed to extinguish kitchen fires. The Martin Fire Department responds to all fire alarms on campus.

2. **MEDICAL SERVICES**

The Office of Student Health and Counseling Services has nurses on duty from 8:00 am. to 5:00 p.m. weekdays (Monday through Friday). The facility has limited space and limited supplies making long-term patient care an impossibility. Fortunately, however, the University of Tennessee at Martin is located within one block from Community Volunteer Hospital and the majority of medical clinics in the Martin area. Medical care for injured persons during a disaster is close and immediate. Ambulances, if necessary, would be called to transport severely injured persons. Persons sustaining lesser injuries could be transported by UTM Police vehicles. Community Volunteer Hospital has participated in emergency drills where large numbers of persons were involved.

3. **HOUSING PERSONNEL**

Approximately forty-two members of the Housing staff live in the student residence halls. The Hall Directors, Assistant Hall Directors and Resident Assistants can assist with the student campus population in an emergency or disaster.

4. **BLUEPRINTS OF CAMPUS FACILITIES**

The blueprints of all campus facilities are stored at the Maintenance Center. The blueprints for each building are stored in storage cabinets located in the safe at the Maintenance Center.

5. **GENERATORS**

The new power generating facility is on-line and can supply power to the campus in situations whenever power from Weakley Country Electric is disrupted.

The Fine Arts Building, Paul Meek Library, and Crisp Hall are the only buildings on campus that have their own power generators. During a power outage, these generators could furnish electric power for lights in each building.

The Carpentry Shop & Heat Plant each have one gasoline generator which could be moved to an area as needed.

6. **EMERGENCY EQUIPMENT**

Listed below are emergency equipment and their locations:

1. One fork lift (Warehouse)
One fork lift (Elam Center)
2. One (1) electric jack hammer (MAINTENANCE)
3. Four (4) cutting torches (PLUMBING SHOP; CARPENTER SHOP; HEAT PLANT; AGRICULTURE PAVILION)
4. Two (2) large front-end loaders (HEATING PLANT; AGRICULTURE PAVILION)
5. One (1) small front-end loader (GROUNDS SHOP)
6. One (1) large tent (AGRICULTURE PAVILION)
7. One (1) Trencher (POWER GENERATION PLANT)
8. One (1) Bobcat (RECYCLING BARN)

Revised: 03/10 / Reviewed: 06/12

[\[Return to Table of Contents\]](#)

APPENDIX O: EMERGENCY NOTIFICATION INFORMATION

Emergency Autodialer

The emergency autodialer system is capable of making 24 telephone calls simultaneously. The dispatcher in Public Safety initiates the autodialer which places telephone calls to the emergency contacts in the system; the recipients of these calls are based on the situation. The emergency contacts in the autodial system will be updated annually by the Department of Public Safety.

Emergency E-mail (information@mailman.utm.edu)

Public Safety will send notification to the campus via e-mail during emergency situations. These situations include the following: 1) Clery Act which involves due notification regarding serious crimes in or around campus, usually unsolved, and 2) extreme emergencies that represent an imminent danger to the campus.

Text messaging (via cellular phones)

The text messaging system will be utilized only during extreme emergencies that represent an imminent danger to the campus. The messages will be extremely brief in explanation and will include suggested actions to take. Those individuals that are registered for text messaging are encouraged to monitor other media/information sources for additional emergency information. Those individuals are also encouraged to contact others by word of mouth without placing themselves or others in danger.

This system will be in addition to, not to replace, other emergency notification procedures already in place. The system will be tested periodically and utilized as dictated, and questions should be directed to Public Safety at 731-881-7777. To sign up, the procedures are as follows:

1. From the "UTM Home Page," enter your ID and Password in the "My UTM Portal."
2. Click on "Banner Self-Service" then, click on "Personal Information."
3. Select "Text Messaging Opt-In."
4. Click on the link shown (<https://www.getrave.com/login/utm>) to access the Rave Alert System.
5. Validate user by entering your UTM User Name and Password.
6. Create an account by entering:
 - UTM e-mail
 - First name
 - Last name
 - Cell phone number
 - Re-enter cell phone number
 - Preferred e-mail and agree to the Terms of Service
7. Confirm mobile carrier.
8. Confirm mobile number: Enter 4-digit code that was texted to the phone.
9. "Official Groups:" Select "My Groups" and choose text/e-mail options.
10. Log out.

If at some point you want to remove your number from the system, go to the Rave Alert system to do so.

Tornado Siren

The local tornado siren is owned and maintained by the City of Martin. It is only set off in times of a severe weather Warning and/or a verified spotting of a funnel cloud. It is tested the last Wednesday of each month at noon.

[\[Return to Table of Contents\]](#)

Rev. 06/12

APPENDIX P: FIRE DRILL PROCEDURES FOR ACADEMIC BUILDINGS

FIRE SAFETY

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

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

Routine inspections and maintenance of fire extinguishers, sprinkler systems, fire hydrants, smoke alarms and firefighting equipment are essential. At the same time, each facility should have posted evacuation plans, illuminated exit signs, functional emergency lights, self closing doors, and any necessary special fire safety equipment.

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

FIRE ALARM

Fire alarms will consist of intermittent sound of buzzer, or continuous sonic whistle.

This alarm will be used when a serious fire is burning or possible explosion is imminent in one of the buildings occupied by students and faculty.

WHAT TO DO IN CASE OF FIRE

When the fire alarm sounds, all students, faculty and staff should clear the buildings by the nearest exit and proceed to a designated assembly area as announced by the Building Contact Person.

The Building Contact Person should identify any individuals with disabilities, in advance, and arrange for assistance in exiting the building.

Students, faculty and staff should stand clear unless called upon to help. Do not return to the building until the all clear is given.

DRILL SUMMARY

After each drill, a review will be conducted to determine the following:

1. Could the alarm be heard in all areas of the building?
2. How long did it take for employees to respond and evacuate the building?
3. Identify those individuals who ignored the alarm and did not evacuate.

RESIDENCE HALLS: Procedures for Fire Drills and Evacuations of University Housing are documented in the RA Manual and the Pro Staff Manual and can be found under the Fire Safety Report on the Public Safety web site.

[\[Return to Table of Contents\]](#)

APPENDIX Q: BOMB THREAT PROCEDURES

Occasionally the University is the recipient of a “bomb threat”. There is the danger that such a threat could be real and the following procedures will be followed when a bomb threat is received or an actual bomb is discovered.

1. Any individual receiving a bomb threat call should do the following:

- a. Remain calm and keep the caller on the line as long as possible. Ask the Caller to repeat the message and record every word.
- b. If the Caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- c. Advise Caller that the building is occupied and detonation could result in death or serious injury to innocent people.
- d. Pay particular attention to background noises, such as motors running, music, or any other noises which may indicate the location from which the call is being made.
- e. Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics, and complete threat data form.
- f. If the Caller can be kept talking, ask specific questions as indicated on the attached Bomb Threat Report.
- g. It is desirable, but not always practicable, to have more than one person listen in on the bomb threat call.
- h. Immediately notify the Campus Police at extension 7777.

2. Campus Personnel

A bomb threat report will be supplied to all departments and offices on campus. The department or office head will ensure that their employees are familiar with this list and that it is placed near the telephones. The person receiving the threat will attempt to:

- a. Obtain all the information requested on the report.
- b. Document all information the caller is willing to give.
- c. Listen and document any background noises, which might be of assistance to investigators.
- d. Have a co-worker immediately notify the Campus Police at extension 7777.
- e. If talking on an NEC Dterm telephone, make note of the number that the call originated from.

3. Dispatcher

- a. A bomb threat report will be filled out whether receiving the bomb threat directly or indirectly.
- b. Dispatcher will immediately dispatch an officer to the scene.
- c. Notify ranking officer on duty.

4. Officer(s)

- a. Will respond to the area/building in question.
- b. Activate the chain of command by notifying:
 1. Your immediate supervisor
 2. On-duty Sergeant
 3. Operations Commander
 4. Director or Assistant Director of Department of Public Safety

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

- c. Establish a command post in or close (within 300 ft.) to the threatened area(s). (A command post can be a police car only.)
- d. Assign an officer to interview recipient.
- e. Request that the university official(s) in charge of the threatened building report to the command post.

5. **Procedures for Evacuation Decision**

- a. Review known facts and decide whether an evacuation is appropriate. Evacuation upon receipt of a threat is not an automatic decision, but depends upon perceived credibility of the threat.
- b. When appropriate, the threatened area will be searched without evacuation and with as little disruption as possible. As a threat's credibility increases, a decision to evacuate the affected area may be made by designated officials.
- c. Contact the Building Contact Person or alternate to conduct a preliminary search of the area, utilizing employees in the building. Employees will know what is out of place: what belongs and what does not. As many officers as possible will assist in the search.
- d. Do not operate cell phones or pagers as they could trigger some types of explosives.
- e. Insure that everyone knows not to touch anything suspicious.
- f. Establish an open telephone line with the dispatcher. Elicit assistance from employees.
- g. Relate pertinent information to the chief or senior officer on duty so that they contact the appropriate administrator to determine if the area needs to be evacuated.
- h. The decision to evacuate will be made by the UTM Operations Commander or the UTM police officer in charge on site in consultation with the building representatives.
- i. When a threat is received involving a residence hall, responding officers will evaluate and investigate as outlined above: however, the decision to evacuate will be determined by police personnel in consultation with the residence hall director.

6. **Evacuation Procedures**

- a. Vice Chancellor for Academic Affairs needs to be notified so arrangements can be made for the scheduled classes in that area to meet at an alternate location.
- b. Instructors should direct students to a specific area for accountability.
- c. Evacuation should be orderly in fashion with one area at a time exiting.
- d. First evacuate any area where a suspect item is found.
- e. Then evacuate from the highest floors and work down.
- f. Do not empty entire building at once. This could cause panic.

7. **Search Procedures**

- a. After evacuation, a more thorough search of the area will be completed to insure that no one remains in the building and for further evidence of a possible bomb.
- b. If a bomb or suspect package is found, UTM Police will notify the Explosive Ordinance Disposal (E.O.D.) units at the direction of the Director of the Department of Public Safety, or his designee. (Call in order listed below)
 1. Ft. Campbell E.O.D. unit:
(270) 798-7173 or
(931) 431-3824 is a 24-hour number
Approximately two (2) hours response time

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

2. Tennessee Highway Patrol unit:
(731) 423-6635, extension 1 (is a 24-hour number)
EOD Unit (dog) is located in Henry County
3. A.T.F. (Always call A.T.F. if anything is found.)
(731) 265-4258
- c. Officers will enlarge the outside perimeter to include parking lots or roads close to the buildings.
- d. When bomb specialists arrive, they will decide if the fire department and ambulance service should be called.
- e. Officers will assist the specialist in any way possible and will remain in the area to secure the perimeter.
- f. If no evidence of a bomb is found, the chief or senior officer will contact the appropriate administrator to determine how long the building should remain closed. As a general rule, the building should remain closed until after the reported detonation time.

8. Special Events

- a. The senior officer on duty will coordinate with the officer(s) working the special event and advise them of the bomb threat.
- b. The Dispatcher will notify the Director of Public Safety and follow his directions for further notifications.
- c. If the Director of Public Safety is not available, the dispatcher is to notify the senior officer working the event for direction.
- d. The event senior officer, in the absence of the Director of Public Safety, will notify the event coordinator and get their people to help do a low-keyed preliminary search of common areas (restrooms, halls, trash cans, storage areas, etc.) open to the public.
- e. Do not create a panic.
- f. The Director of Public Safety or officer in charge will then contact the senior person on the following list attending the special event and brief them on the threat and results of the search.
 1. Vice Chancellor for Finance and Administration
 2. Chancellor
 3. Vice Chancellor for Student Affairs
 4. Vice Chancellor for Academic Affairs

9. Evacuation

- a. If the area is to be evacuated, the administrator in charge will announce it over the public address system.
- b. Personnel will be stationed at each seating area to point out the nearest exit and direct people to leave in an orderly fashion one row at a time, if possible.
- c. If no administrators are present, previously listed procedures will be followed.

Rev. 06/12

BOMB THREAT REPORT

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

DATE: _____ TIME: _____ PHONE NO. DISPLAYED: _____

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

LOCATION DISPLAYED:

EXACT WORDS OF PERSON PLACING CALL:

QUESTIONS TO ASK:

When is the bomb going to explode?

Where is the bomb right now?

What kind of a bomb is it?

What does the bomb look like?

Why was the bomb placed?

TRY TO DETERMINE THE FOLLOWING:

Caller's Identity	Male	Female	Adult	Juvenile	Years of Age: _____			
Voice	Loud	Soft	High Pitch	Deep	Raspy	Pleasant	Intox./ Drugged	
Accent	Local	U.S. Regional	Foreign					
Speech	Fast	Slow	Distinct	Distorted	Nasal	Stutter	Slurred	Lisp
Language	Excellent	Good	Fair	Poor	Foul			
Manner	Calm	Angry	Rational	Irrational	Coherent	Incoherent	Deliberate	
Background Noises	Office Machine	Factory Machine	Train or Airplane	Traffic	Music	Quiet	Animal	Party Atmosphere

Person Receiving Call:

APPENDIX R: TORNADO PROCEDURES

General Information

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

Definitions

Tornado Watch: A tornado watch is issued when the conditions are favorable for the formation of a tornado.

Tornado Warning: A tornado warning is issued when a tornado is actually sighted visually or by radar.

Communications

Communications of Tornado Warning to the campus community may be by weather warning sirens, telephones, web, cell, radio and television. The campus Dispatcher will notify all residence hall switchboard operators by telephone any time there is a watch or warning issued.

The Public Safety Dispatcher will also notify the residence hall switchboard when the danger has passed.

Protection

1. Personnel should immediately seek shelter in the lowest levels of buildings or an interior hallway remaining clear of exterior windows and doors.
2. Immediately evacuate buildings without reinforced construction such as auditoriums, gymnasiums and large rooms with wide free span roofs.
3. If caught in open country, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression, such as a ravine or ditch.

Tornado Procedures

1. In the event of a Tornado Watch, the residence hall staff will be on alert but are not to alarm the residents.
2. In the event of a Tornado Warning, the residence hall staff will have all residents move to the bottom floor of the building and assemble in the basement area. For open-air buildings, staff should have residents move to the nearest building, which has enclosed hallways, and assemble in the lowest level possible in the center of the building. If this is not possible, move to the bathroom. Do not go outside to watch.
3. When the tornado danger has passed, staff may allow residents to return to their rooms, but to remain on alert.
4. Students will be trained and instructed on tornado procedures as listed in the Housing and Resident Life Emergency Evacuation Plan.

Revised: 07/07 / Reviewed: 06/12

[\[Return to Table of Contents\]](#)

APPENDIX S: EARTHQUAKE PROCEDURES

Actions

Before an Earthquake Occurs

1. Keep a flashlight and possibly a portable radio, both with fresh batteries, on hand.
2. Place large and heavy objects on lower shelves. Bottled goods, glass and other breakables should also not be stored in high places or left where they can freely slide on shelves.
3. Remove heavy picture frames, mirrors and other heavy objects over the bed or desk.

During an Earthquake

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

After an Earthquake

1. Be prepared for additional earthquake shocks called “after shocks”. Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
2. Stay out of severely damaged buildings. Aftershocks can shake them down.
3. Check for injuries. Don’t attempt to move seriously injured persons unless they are in immediate danger of further injury.
4. Don’t smoke. A cigarette could ignite gas leaks and cause an explosion. Don’t use candles, matches, or other open flames because of possible gas leaks. Douse all fires. Don’t turn on the lights.
5. If water pipes are damaged shut off the supply at the main valve. Emergency water may be drawn from water heaters, toilet tanks (not bowl) and melted ice.
6. Check to see that sewage lines are intact before using sanitary facilities.
7. Physical Plant will direct the cleanup of chemicals.

Revised: 07/07 / Reviewed: 06/12

[\[Return to Table of Contents\]](#)

Appendix T: Flu Pandemic Response Plan

1. Purpose:

The UTM Flu Pandemic Response Plan (the Plan) provides procedures and guidelines for the University to follow in the event of a flu pandemic.

2. Definitions:

The seasonal flu refers to several common strains or specific forms of flu viruses that go around each year mainly in fall and winter. A yearly shot (vaccine) can help prevent it.

A flu pandemic occurs when a new flu strain starts spreading easily and quickly around the world. Depending upon the strength of the strain, it may cause:

- Many people to get sick at once. Producing a vaccine for it will take time, leading to significant shortages of the vaccine.
- Severe illness and many deaths.
- A shortage of food, goods and services if many workers stay home.
- Medical or governmental services to become overloaded.
- Travel to be restricted.

3. Declaration of a Flu Pandemic:

A flu pandemic will receive considerable world and national news, so the University will have ample advance information that a flu pandemic is occurring. Local health officials will issue a warning when laboratory tests confirm the virus in Weakley County or any neighboring county.

Upon local health authorities issuing a warning, the University will implement its Flu Pandemic Response Plan. The Chancellor is the highest University authority in the event of a flu pandemic and will authorize the implementation of the University's plan. In the absence of the Chancellor, the following individuals, in descending order, have the authority to activate the plan:

1. Vice Chancellor for Academic Affairs
2. Vice Chancellor for Finance and Administration
3. Vice Chancellor for Student Affairs
4. Vice Chancellor for University Advancement

If this plan is activated by any person other than the Chancellor, the person activating the plan will assume authority of the Chancellor until the arrival of higher authority as designated above.

4. Flu Pandemic Response Plan:

Moderate Outbreak:

Local health officials will communicate the severity of a local outbreak. At a moderate level, all discretionary public gatherings in excess of 100 individuals will be suspended. All child care facilities greater than 13 students and all K-12 classes will be closed.

The University will cancel all activities which involve the gathering of more than 100 individuals. This will include all sporting events, social events, and classes in excess of 100 students. In addition, Food Services will make an effort to provide take-out meals to minimize contact by its patrons. All class attendance requirements will be suspended, although students will still be required to perform all course work as provided by the individual faculty member. Any student who resides in University housing and who becomes ill may be required to return to their permanent residence until they recover. Except in extreme circumstances, any staff members who become ill may be required to leave their place of work until their recovery. The Margaret N. Perry Children's Center will be closed.

Severe Outbreak:

Local health officials will be monitoring the level of the outbreaks and will continually update the University. On-campus Student Health and University Housing will continually update the Chancellor or his designee on the level of campus outbreak. At the severe level, all classes will be cancelled and staff levels will be monitored. The period of cancellation may last as long as 6-8 weeks.

With either a moderate or severe occurrence, the University will distribute Attachment A to all individuals on campus, plus publicize the Web site www.pandemicflu.gov for information regarding the flu.

5. Specific Responsibilities:

In the event the Chancellor or his/her designated representative is not available, the chain-of-command will be followed as designated in Section 3 of this plan.

Chancellor

1. Activate the Flu Pandemic Response Plan.
2. Be responsible for the overall operation and management of the Plan.
3. Cancel classes if necessary.
4. Notify the University of Tennessee System Offices, and other state, local, and federal offices as necessary.
5. Deactivate the Plan when appropriate.

Vice Chancellor for Academic Affairs

1. Be prepared to assume the Chancellor's duties in his/her absence.
2. Under a moderate occurrence, implement suspension of classes and events over 100 individuals and implement suspension of any mandatory class attendance requirement.
3. Facilitate support of employees or families of employees who may become casualties of the pandemic.
4. Close the Margaret N. Perry Children's Center.
5. Other duties as assigned by the Chancellor.

Vice Chancellor for Finance and Administration

1. Provide assistance as needed to implement the Plan.
2. Constantly monitor staff absence in critical service areas of the University.
3. Other duties as assigned by the Chancellor.

Vice Chancellor for Student Affairs

1. Coordinate all activities relating to Student Health, Housing and Food Services.
2. Provide housing and food service for any international students who may be unable to leave campus during the cancellation of classes.
3. Coordinate the delivery of psychological attention to impacted individuals.
4. Other duties as assigned by the Chancellor.

Vice Chancellor for University Advancement

1. Maintain contacts with UT System and other agencies.
2. Other duties as assigned by the Chancellor.

Director of University Relations (Public Information Officer)

1. Prepare press releases for the Chancellor.
2. Keep the Chancellor aware of press inquiries.
3. Maintain liaison with media sources.
4. Other duties as assigned by the Chancellor.

Director of Public Safety

Upon activation of the Flu Pandemic Response Plan, the Director of Public Safety will:

1. Insure the safety of members of the campus community and visitors.
2. Insure the security of campus property and facilities.
3. Insure the safety and order maintenance of any mass immunization location.
4. Insure the safety and order maintenance of any established isolation area.
5. Coordinate with other University Departments to increase telephone capabilities to address an abnormal increase in inquiries concerning the campus community and University Operations.
6. Coordinate with other University Departments to insure that immediate communications are available to address immediate safety and maintenance concerns.
7. Insure that ingress routes remain clear for emergency response if necessary.
8. Coordinate with other local Law Enforcement Agencies to insure adequate personnel are available to address police related issues around the clock.
9. Other duties as directed by the chain-of-command or situation.

Director of Housing/Residence Life

1. Coordinate housing for people who cannot leave campus.
2. Coordinate linens (blankets, pillows, towels) for use in the central staging area of campus if needed.
3. Provide access to beds for staging team if central staging area is needed.

Director of Student Health and Counseling Services

1. Provide University administration with information related to number of ill students.
2. Communicate preventive measures and treatment options to staff and students.
3. Implement triage protocol.
4. Suspend non critical functions and prioritize services.
5. Coordinate referral to outside agencies as appropriate to ensure students receive health and counseling services that cannot be provided on campus.
6. Enlist the help of volunteers when student health staff is unable to safely and effectively fulfill their duties.
7. Provide assistance to ill students.
8. Implement infection control procedures and provide instruction to students and staff on these procedures.
9. Modify health and counseling activities and services that might facilitate virus spread from person to person (suspend hand-shaking, modify close contact seating or office layouts, as needed, etc.). Utilize telecommunication (phones) and information technology (e-mail) to support remote client access, where clinically appropriate, and note deficiencies in confidentiality of such means.
10. Coordinate (with Clinical Coordinator) educational programming that: anticipates potential fear and anxiety of faculty, staff and students, either warranted or resulting from rumor or misinformation; addresses pandemic fundamentals (signs, symptoms, transmission) and personal and family protection and response strategies (hand hygiene, coughing/sneezing etiquette, etc.); and provides insight into stress management to help prevent and mitigate stress reactions in the event of a pandemic.

In addition to the above, the Director of Student Health and Counseling Services will develop pre-event planning. See Appendix B of the Flu Pandemic Response Plan.

Director of Dining Services

1. Provide take-out meals to all dining students.
2. Take extra measures with staff regarding cleanliness in food preparation and handling.

APPENDIX A



Pandemic Flu Planning Checklist for Individuals & Families

You can prepare for an influenza pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu pandemic.

1. To plan for a pandemic:

- Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- Ask your doctor and insurance company if you can get an extra supply of your regular prescription drugs.
- Have nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for an influenza pandemic.

2. To limit the spread of germs and prevent infection:

- Teach your children to wash hands frequently with soap and water, and model the current behavior.
- Teach your children to cover coughs and sneezes with tissues, and be sure to model that behavior.
- Teach your children to stay away from others as much as possible if they are sick. Stay home from work and school if sick.

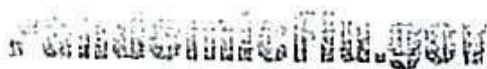


FOR MORE INFORMATION, VISIT www.pandemicflu.gov



3. Items to have on hand for an extended stay at home:

Examples of food and non-perishables	Examples of medical, health, and emergency supplies
<ul style="list-style-type: none"> <input type="checkbox"/> Ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups <input type="checkbox"/> Protein or fruit bars <input type="checkbox"/> Dry cereal or granola <input type="checkbox"/> Peanut butter or nuts <input type="checkbox"/> Dried Fruit <input type="checkbox"/> Crackers <input type="checkbox"/> Canned juices <input type="checkbox"/> Bottled water <input type="checkbox"/> Canned or jarred baby food and formula <input type="checkbox"/> Pet food <input type="checkbox"/> Other nonperishable foods 	<ul style="list-style-type: none"> <input type="checkbox"/> Prescribed medical supplies such as glucose and blood-pressure monitoring equipment <input type="checkbox"/> Soap and water, or alcohol-based (60-95%) hand wash <input type="checkbox"/> Medicines for fever, such as acetaminophen or ibuprofen <input type="checkbox"/> Thermometer <input type="checkbox"/> Anti-diarreal medication <input type="checkbox"/> Vitamins <input type="checkbox"/> Fluids with electrolytes <input type="checkbox"/> Cleansing agent/soap <input type="checkbox"/> Flashlight <input type="checkbox"/> Batteries <input type="checkbox"/> Portable radio <input type="checkbox"/> Manual can opener <input type="checkbox"/> Garbage bags <input type="checkbox"/> Tissues, toilet paper, disposable diapers



FLU PANDEMIC RESPONSE PLAN - APPENDIX B

Pre-event planning is vital to the successful implementation of the plan. Therefore, Student Health and Counseling Services will develop the following:

Staff Education and Preparedness

- Provide regular updates for staff regarding influenza, recommendations for treatment protocols, appropriate infection control procedures, and status of antiviral and vaccine development. Encourage participation in continuing education programs as they become available.
- Monitor CDC, WHO, and ACHA websites for the latest developments and updates on planning recommendations.
- Encourage staff to make personal emergency preparedness plans with their families.
- Vaccinate staff against seasonal influenza – will do this based on availability of vaccine.

Supplies/Equipment/Services

Once a pandemic starts, it will be difficult, if not impossible, to obtain medical supplies. Purchasing ahead and storing nonperishable goods is a prudent strategy. Quantities should be based on a best estimate of the number of students who may not be able to leave campus and the estimated attack rate.

- Compile a list of supplies that would be needed:
 - Biohazard bags
 - Blankets
 - Blood pressure cuffs
 - Disposable thermometers
 - Disinfectant cleaning agents
 - Emesis basins
 - Gloves
 - Hand washing solutions
 - IV administration kits
 - IV fluids
 - Oral fluids
 - Paper pillowcases
 - Paper for exam tables
 - Paper gowns
 - Surgical masks
 - Thermometer probe covers
 - Medications; acetaminophen, antibiotics, antiemetics, cough suppressants, decongestants, NSAIDs
- Purchase supplies from approved medical supply vendor and store in Student Health and Counseling Services.
- Maintain a stock supply, inventory and rotate supplies as appropriate.

Clinical Issues

Expect that hospital systems and 911 will be overwhelmed. Only persons in acute respiratory distress will be considered for admission, leaving the majority of ill students to be cared for by university staff, particularly those in health services and student affairs. We recognize that some students may be unable to travel home due to physical illness or the need for long distance travel. Therefore, plans should be in place to care for these students.

- Consult with Human Resources regarding the recruitment of volunteers campus-wide willing to be trained to assist in providing care.
- Develop a list of duties that volunteers could assist with including answering phones, moving supplies, and providing bedside assistance.
- Develop telephone triage protocols.
- Develop clinic signage and voice messages that would give ill students directions about how to access services.
- Develop a protocol for monitoring cases residing amid on and off campus apartments/residences.
- Develop a protocol for care of the deceased that addresses storage until transfer and notification of the family.
- Develop a plan for expanding clinical space.

[\[Return to Table of Contents\]](#)

APPENDIX U: CLASSROOM RESPONSE TO ARMED INTRUDERS

An armed intruder is defined as one or more subjects who participate in, or pose a threat to participate in, a random or systematic shooting spree, demonstrating their intent to continuously harm others. The overriding objective appears to be that of inflicting serious bodily injury/death rather than other criminal conduct. The dynamics of this situation demand an immediate law enforcement response with the primary focus being on neutralizing the threat to stop the on-going harm to innocent victims.

As soon as practical, campus authorities will “sound the alarm” through a multifaceted notification system which includes whole or in-part:

Emergency text messaging

Campus-wide e-mail

Campus auto-dialer system

Direct contact to building managers

Emergency siren (for weather emergencies)

Campus web-sites

Campus television system

and **most important of all** -“**word of mouth.**”

*It is important to understand that these messages will be limited in content mainly containing: The type of emergency, location, and simple responsive actions. **Prior planning** as to where to gain additional information and what actions to take is imperative to a successful response.*

LOCKDOWN: is defined as an emergency course of action ordered by a person or persons in command, to contain a problem or incident within the area of origin by controlling the movement of people. Public Safety professionals on campus may utilize lockdown action in **one** building or facility where a problem(s) is occurring. In most cases, a campus-wide lockdown is not practical or feasible.

SHELTER IN PLACE: is defined as securing oneself in or around their present location for the purpose of temporary protective shelter when there is an imminent threat and it is safer for one to remain where they are than it is to evacuate. This is a temporary measure until conditions improve or until persons in authority can direct a safe evacuation. ***This is not the same as taking shelter in case of severe weather-for those cases-proceed to designated safe areas.***

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or seriously bodily injury to person(s) within a building, we recommend the following procedures be implemented.

1. Faculty/Staff/Students should immediately “sound the alarm” to anyone who may not have knowledge of the emergency (if safe to do so) and lock themselves in a classroom, dorm room, office, or any area that can be secured. **THIS IS REFERRED TO AS SHELTER IN PLACE**. If possible, cover any windows or openings that have a direct line of sight into the hallway. Do not barricade the doorway unless immediately necessary to prevent the intruder from entering, because others may need to get in for sanctuary and/or there may be a need for immediate escape/evacuation.
2. If communication is available-call 911 or 7777 and let them know who and where you are, how many people are with you, or any injuries or immediate medical needs that may be present. Take any directions in relations to evacuation, staying put, or treatment of medical emergencies given

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

by the communications operator. If you have access to computers and/or other communication devices, monitor them for developing information, if they **do not** increase your chances of being detected by the intruder.

3. Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
4. Lock the windows and close the blinds or curtains. Lie flat, face down, on floor, cover head, get under tables/desks if possible.
5. Stay away from the windows and doors if possible. Also try to stay away from the wall that is most exposed to the intruder.
6. Turn off lights and audio equipment that may lead to detection.
7. Try to remain as calm as possible.
8. Keep everyone together and ensure you know and can account for everyone present if you have to evacuate quickly. Know and discuss escape routes and be prepared to evacuate immediately if directed to do so.
9. Keep area secure until police or other responsible authorities arrive and give you directions.
10. If you are not in a secure area, try to get to one as soon as possible.
11. If for some reason you are caught in an open area, such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time, and it can possibly mean life or death.
 - a. You can try to hide, but make sure it is a well-hidden space (if possible behind something that will stop bullets) or you may be found as the intruder moves through the building looking for victims.
 - b. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as, desks cabinets, fixtures, etc. between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the view of intruders. If necessary, hide behind one of these objects that is capable of stopping bullets, lie down and stay motionless. When away from the immediate area of danger, summon help anyway you can and warn others.
 - c. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
 - d. Your last option, if you are caught in an open area in a building, is to fight back. This is dangerous and **you are the only one who can make this decision**, but depending on the situation, this could be your last option.
 - e. If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.

- f. Once the police arrive, obey all commands. This may involve your being handcuffed or keeping your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.
12. Once you have secured your area:
 - a. Deal with panic/hysteria/stress reactions
 - b. Provide psychological first aid.
 - c. Provide for needs of students with disabilities
 13. **If you and your students are taken hostage:**
 - a. Follow the instructions of the captor.
 - b. Cooperate, be friendly if possible, don't argue with or antagonize the captor or other hostages.
 - c. Inform the captor of medical or other needs.
 - d. Prepare yourself to wait; elapsed time is in your favor.
 - e. Don't try to escape. Don't try to resolve the situation by force unless you make the decision it is the last resort.
 - f. Be observant and try to remember everything you see or hear.
 - g. If rescue takes place, **do everything the rescuers command immediately.**
 - h. Be prepared for the unexpected; think of possible courses of actions for various contingencies.
 14. After the "all clear" signal is given by responsible authorities:
 - a. Check yourself and your students for injuries.
 - b. Account for all students-Stay put and await instructions.
 - c. As accurate information becomes available, explain to students what has happened and what will happen next...Allow them to ask questions, express feelings, etc.
 - d. Monitor students who are directly involved, or direct witnesses, and ID them for police investigators.
 - e. Preserve any physical evidence (don't touch if possible) and direct police to it.
 - f. Stay with the students until they are released by responsible authorities. Make note of your observations and debrief authorities. Receive recovery/follow-up instructions.
 - g. Take advantage of personal support services-Take care of yourself.
 - h. Conduct an after action review within 72 hours.

[\[Return to Table of Contents\]](#)

APPENDIX V: PUBLIC SAFETY RESPONSE TO ARMED ENCOUNTERS

The following procedures are established when an officer is confronted with a sniper, armed barricaded subject, hostage, or similar situation. Officers should keep in mind that a situation such as this can arise at any time and in many different scenarios. Foiled robberies, domestic disputes, disturbed employees/students, and terrorist acts are but a few of the situations that could erupt into an armed encounter incident.

It is important for all field personnel to be familiar with the requirements of this type of incident. Dependant on the situation, those who are on duty and immediately available could have the duties as initial Incident Commander or may be required to perform as a member of an entry team to confront the suspect. Time may not allow for the notification and response of a formalized tactical team.

FIRST OFFICER ON SCENE RESPONSIBILITIES

After determining that one of the above situations exists, the first officer at the scene should take a protected position. Weapons should be used only in accordance with the department's policy concerning the use of deadly force. As soon as possible, the first officer should make certain that the shift supervisor on duty has been made aware of the situation. Subsequent actions by the first officer will include:

1. Attempts at immediately neutralizing the threat will be reasonably made if there is an existing imminent threat of the continued infliction of death or serious bodily injury to innocent persons that demands immediate police action. If such action is not immediately necessary, the officer should attempt to contain the suspect in the smallest area possible, based upon the information available to him at the time.
2. Evacuate persons within the immediate danger area, if practical.

SECONDARY OFFICERS RESPONSIBILITIES

1. Establish communications with the first officer.
2. Establish perimeter security.
3. Help contain the suspect(s).
4. Begin evacuation of the danger area, if practical.
5. Attempt to identify all persons/witnesses leaving the area for further interviews.
6. Assist in gathering intelligence information.
7. Maintain positions as directed by the shift supervisor/Incident Commander.
8. Officers should direct their efforts toward maintaining control, containing the suspect(s), evacuating personnel from the danger area, establishing police lines around the scene, and directing pedestrians/vehicular traffic away from the area.
9. If at any time the situation escalates to the point where there exists an imminent threat of the continued infliction of death or serious bodily injury to innocent persons that requires immediate police action, the officer will make every reasonable effort to neutralize the threat.

10. Officers initially dispatched to the call will not attempt to advance on the suspect(s) position except to contain them to the smallest area possible, while maintaining cover, unless there exists a situation described in item 9. If time and the threat level allows, wait for a coordinated team of first responding officers to assemble and a plan of action to be formulated.
11. Officers initially dispatched to the scene will refrain from indiscriminate firing in the general area of a suspect, because of possibility of injury to innocent citizens within the close proximity. They further will use extreme caution in relationship to rescuing injured officers/citizens within the danger area to keep from being ambushed and becoming victims themselves. Again, wait for a planned team effort, unless the situation described in item 9 exists that requires immediate action.

INCIDENT COMMANDER RESPONSIBILITIES

Upon arrival, the shift supervisor or commanding officer will assume duties as the Incident Commander and establish whatever control is possible. They will try to resolve the situation by using on-duty personnel.

- A. If the Incident Commander determines that, because of the circumstances, an organized forcible attempt should be made to resolve the situation as soon as possible, he will establish a command post and have the dispatcher call-out any additional manpower that he feels will be needed for support activities and perimeter security. He will further, notify the respective departmental commanders.
- B. The Incident Commander will direct the response of all on-duty personnel either to the command post or to containment positions. He will assign one officer, when available, to establish a staging area away from the scene for all additional officers and assisting agencies to respond for deployment instructions.
- C. The Incident Commander will further insure that the following agencies are notified to respond to the staging area (unless needed elsewhere for an emergency):
 1. The Martin Fire Department
 2. Weakley County EMS
- D. The Incident Commander will maintain control and supervision until relieved by a Superior or may relinquish his duties to another officer if he determines he needs to be part of an immediate assault team. It will be his discretion to request assistance from any mutual aid agency for additional manpower he determines is necessary.

STAGING AREA SUPERVISOR

The Staging Area Supervisor will be designated by the On-Scene Commander or the Incident Commander who in-turn will notify the other, when applicable. The Staging Area Supervisor is responsible for maintaining an inventory of and the dispatch of reserve personnel, materials, and equipment to the actual scene when requested by the On-Scene/Incident Commander.

Also, the Staging Area Supervisor is responsible for keeping a record of who, what, and when reserve personnel, materials, and equipment arrive at the Staging Area and are dispatched to the scene. These records will be utilized for review of the incident and for fiscal purposes (i.e., payment for use of equipment from outside sources).

The Staging Area Supervisor should establish the staging area in a location easily accessible from main routes as close as practical to the emergency/disaster scene but not too close to pose a danger to personnel or equipment standing by for use. Large parking areas are ideal for this purpose.

All incoming emergency personnel, materials, and equipment will first come to the Staging Area and report to the Supervisor. Equipment and personnel will be dispatched from this point where and when needed as directed by the Incident or On-Scene Commander.

PERIMETER SUPERVISOR

The Perimeter Supervisor will be appointed by the On Scene or Incident Commander. The Perimeter Supervisor will be responsible for the establishing of a secure boundary around the emergency area, far enough away so as not to place personnel or citizens in jeopardy, and will have the following responsibilities:

1. Assist in the evacuation of persons from the emergency zone and gain intelligence from them if possible.
2. Prevent the escape of suspects if possible.
3. Determine what resources, personnel, and equipment will be needed to secure the scene.
4. Establish a traffic control plan for all routes leading to and from the emergency area for the purpose of preventing non-essential personnel from entering the area, allowing emergency personnel access to the area, providing evacuation routes, and to provide security for personal property inside the emergency area.
5. Establish an Entry Control Point to monitor and maintain a log of all persons entering/leaving the area once the perimeter is established.
6. Provide escorts for any person entering the area who may not be familiar with points of danger or concern.
7. Coordinate with the Incident Commander scheduling and utilization of reserve forces for relief of personnel if the perimeter will be needed for an extended period.
8. Insure the Incident Commander is kept informed of any changes to the original perimeter or any breaches that may pose a threat to operations.

[\[Return to Table of Contents\]](#)

APPENDIX W: Mutual Aid Agreement with City of Martin

MEMORANDUM OF UNDERSTANDING/MUTUAL ASSISTANCE AGREEMENT

This MEMORANDUM OF UNDERSTANDING/MUTUAL ASSISTANCE AGREEMENT (MOU/MAA) is made and entered into this the 15th day of April, 2006, by and between the City of Martin, on behalf of the Martin Police Department (MPD), and the University of Tennessee at Martin, on behalf of the UTM Department of Public Safety (DPS).

WHEREAS, the parties are charged with the enforcement of the laws of the State of Tennessee, City ordinances, and University of Tennessee at Martin Rules and Regulations, as applicable to each.

WHEREAS, jurisdiction of the two agencies often overlaps; and
WHEREAS, in order to update the roles and area jurisdiction of each agency, the parties enter into this MOU/MAA to replace an earlier MOU/MAA dated October 17, 2000.

FROM AND AFTER EXECUTION OF THIS DOCUMENT, THE MPD AND DPS will follow the guidelines set forth in this document. For purposes of this document, "University area means any property owned, leased or operated by UTM and any public roads or right-of-ways contiguous to, or within the perimeter of, such facilities or properties". This document will remain in effect until updated or superseded.

1. **PARKING CITATIONS.** Both agencies will issue citations for violations of all regulations on streets and roadways within the University area as needed. The DPS has the primary responsibility of enforcement of parking on the UTM campus. The MPD has the primary responsibility of enforcement of parking in the City of Martin and on streets contiguous to the University. The MPD will provide to the DPS City of Martin parking citation forms to be used by the DPS to enforce City parking regulations.
2. **TRAFFIC REGULATIONS.** The MPD and DPS will enforce traffic regulations, including DUI and DWI, in the University area in order to maintain a safe and secure environment for both University and City of Martin residents. Each department will take an active role in traffic enforcement in all areas of the University area as well as upon the street and roadways traveled upon by each agency in order to perform their duties. It is understood that the MPD has the primary duty and responsibility for traffic enforcement in the City of Martin, however, the MPD and the DPS both have the responsibility to render aid and assistance and perform traffic stops should such action be warranted to ensure the safety of the University community. When aid or assistance is needed by either agency, they may call upon the other to aid or assist in working accidents or other traffic situations as needed.

Should either agency need assistance during a traffic stop or in order to make a traffic stop, they may call upon the other agency for assistance. The MPD will provide to the DPS moving violation citation forms to be used by the DPS to enforce traffic regulations on public streets and roadways. When making traffic stops on streets not contiguous to University, UTM DPS officers should check out with the MPD dispatcher.

3. TRAFFIC ACCIDENTS. The DPS will investigate all vehicular accidents on University property. The MPD will investigate all motor vehicle accidents in the City of Martin including those which occur on streets contiguous to the University. The MPD or the Tennessee Highway Patrol may be called for assistance if an accident on University property involves fatalities or serious bodily injuries which may result in death.

4. RESPONSE TO CALLS. When the DPS receives a call concerning an incident on campus, they will respond to the call. If the MPD receives a call concerning an incident on the UTM campus, the MPD will immediately notify the DPS of the call, and dispatch an officer if requested by DPS personnel or when appropriate. A DPS officer will also be dispatched to the scene of the call. If a call concerning an off campus incident is received by the DPS, the MPD will be notified immediately and an MPD officer will be dispatched if appropriate. Either agency may request assistance from the other agency when responding or at the scene of a call which is on or off campus when such assistance is deemed necessary to protect the property or personal safety of members of the University community. The DPS will notify the MPD of emergency medical calls received on campus if an ambulance has been requested.

5. INVESTIGATIONS OF CRIMES AND INCIDENTS. DPS officers will respond to all reported crimes and incidents on campus. The MPD will respond to all reported crimes and incidents in the City of Martin and on City streets contiguous to the University. If the crime or incident is such that either agency requires additional technical assistance, special equipment, personnel resources, or expertise not available in the agency with primary jurisdiction, the other agency will respond and provide assistance. Primary investigative and operational jurisdiction for crimes and incidents which occur on campus will lie with the DPS. Primary investigative and operational jurisdiction for crimes and incidents which occur off campus or on streets contiguous to the University will lie with the MPD. If a single series of offenses occur on both University property and off campus but within the City of Martin, primary investigative jurisdiction will lie with the agency having jurisdiction over the most serious offense committed during the single series of offenses.

If either agency makes an arrest or becomes involved in an investigation of an incident which occurred in the primary jurisdiction of the other agency, the agency with primary jurisdiction will have operational and investigative jurisdiction. In all on campus cases involving death, the MPD will assume primary investigative responsibility, and will receive assistance from the DPS as requested. In all cases of rape reported on campus, the DPS will have primary investigative responsibility, and the MPD will be notified as the secondary investigative agency. In both instances, communication and cooperation between both agencies will be maintained.

6. ORDER MAINTENANCE. The DPS will have primary responsibility for maintaining order on University property. The MPD will have primary responsibility for maintaining order in the City of Martin and on roadways contiguous to the campus. However, the DPS shares the responsibility of maintaining order on roadways contiguous to the University and on/in properties/facilities in the immediate vicinity of the University which are used exclusively by campus sanctioned organizations. Either agency may call upon the other in order to maintain order, regardless of the location of the incident.


7. INVESTIGATIVE/INTELLIGENCE. Investigative and intelligence information on matters of mutual concern will be delivered by the department receiving such information to the other department in a timely manner. Should either department request specific officer/investigator assistance in specific cases, the department will make every reasonable effort to approve the request. If either agency intends to execute an arrest or search warrant within the primary jurisdiction of the other agency, the other agency will be advised prior to warrant execution.

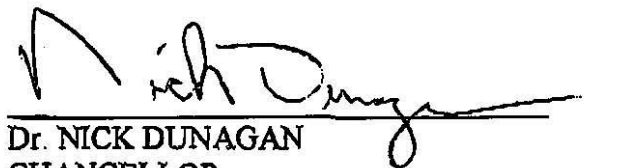
8. E-911 CALLTAKER/DISPATCH RESPONSIBILITY. Responsibility for receiving and dispatching all 911 emergency calls originating within the city limits of the City of Martin lies within the City of Martin E-911 Communications Department jurisdiction. Calls received as 911 calls concerning incidents on campus will be dispatched immediately to UTM DPS personnel with appropriate secondary services dispatched. UTM will be responsible for maintenance of the 911 locator database for all phones included in the UTM telephone system. UTM will assume responsibility for expenses associated with routing 911 calls to the City of Martin E-911 Communications Department.

9. CRIMES AGAINST PERSONS. During the normal course of their duties, officers of both the MPD and the DPS are responsible for assisting one another in preventing the consequences of violent crimes in the University area and the City of Martin.

10. LEGAL STATUS AND LIABILITY. When acting pursuant to this written agreement, officers shall be covered by the liability provisions applicable to their respective agencies.

11. AMENDMENT OR TERMINATION. This MOU/MAA may be amended at any time by written agreement of the parties. It may be terminated by either party upon written notification of the other party.


RANDY BRUNDIGE
MAYOR
CITY OF MARTIN, TENNESSEE


Dr. NICK DUNAGAN
CHANCELLOR
UNIVERSITY OF TENNESSEE AT MARTIN

[\[Return to Table of Contents\]](#)

APPENDIX X: Mutual Aid Agreement with Weakley County Emergency

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) establishes a reciprocal agreement between the University of Tennessee, on behalf of its Martin campus, and the Weakley County Emergency Management Agency to provide mutual assistance when necessary during emergency situations.

The University of Tennessee at Martin will make available facilities, equipment, personnel, and expertise as dictated by the situation. The University of Tennessee at Martin will maintain sovereign control of these resources and their availability will be prioritized first to the necessity of the campus community and then dispersed as feasibility allows.

The University of Tennessee at Martin will have present a representative authorized to make decisions involving University Resources at the highest level practical in the National Incident Management System (NIMS) hierarchy of control. Once the resources are deployed, they may be placed under the span of control of the forward agency, but the University of Tennessee at Martin reserves the authority to re-call or supersede any directives involving University resources through the Unified Command System.

The Weakley County Emergency Management Agency (EMA) will make available facilities, equipment, personnel, and expertise as dictated by the situation. They further agree to make requests for assistance to State Emergency Management Agencies if necessary and activate the established protocol to mobilize Federal Emergency Management assistance as required.

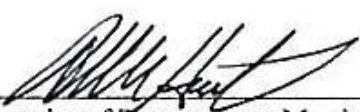
The Weakley County EMA will coordinate the utilization of University Resources through the NIMS Unified Command System and will make available those deployed resources if re-call is demanded to address the imminent needs of the University. This determination will be made by the Senior University Representative in command present and will be a strategic agreement by members of the Unified Command Staff.

The signatures below indicate an understanding and dedication of compliance with the integrities of this MOU and the approval thereof:



Weakley County Emergency Management Agency
Jamison Peevyhouse, Director

2-6-2009
Date



University of Tennessee at Martin
Alvin Hooten, Vice Chancellor for Finance and Administration

2/4/09
Date

[\[Return to Table of Contents\]](#)

APPENDIX Y: ACADEMIC AFFAIRS
EMERGENCY RESPONSE PLAN (June 2012)

Identification of Personnel for Support Positions in Emergency Operations Center

The Vice Chancellor for Academic Affairs is responsible for identifying appropriate personnel to staff the Emergency Operations Center (EOC) and for coordinating the scheduling of the personnel staffing for the Center. The Center staff should consist of 4-5 individuals at all times working 8-12 hour shifts or 12-14 individuals operating during a 24-hour period. Individuals are needed to perform the following duties:

Persons to answer telephones and radios and maintain communications log and make telephone calls

Karen Elmore	Ext. 7094
Cindy Howell	Ext. 7238
Stephanie Maxwell	Ext. 7010
Melanie Morris	Ext. 7168
Dana Prince	Ext. 7633
Linda Woodrough	Ext. 7063

Person to maintain logs for communications and of persons entering and exiting EOC

Kristy Crawford	Ext. 7123
Dorothy Gillon	Ext. 7501
Karen Gunter	Ext. 7011

Person to type and make copies of logs, weather advisories, damage assessments, fatality lists, news releases

Kim Cooper	Ext. 7039
Virginia Grimes	Ext. 7298
Debbie Mount	Ext. 7104
Judy Woodard	Ext. 7043

Person responsible for distribution of documents

Judy McMorries	Ext. 7818
Charlene Thornton	Ext. 7525

Acquisition of Needed Scientific Expertise from University Faculty

The Vice Chancellor for Academic Affairs is responsible for identifying and coordinating appropriate personnel to provide needed scientific expertise to assist the staff of the Emergency Operations Center (EOC). The University has developed a resource list of faculty and their respective expertise as follows:

Structural Engineering Expertise

Richard Shadden	Ext. 7264
Richard Helgeson	Ext. 7380
Ray Witmer	Ext. 7388

Chemistry Expertise

Jozsef Devenyi	Ext. 7446
-Organic identification	
Robbie Montgomery	Ext. 7450
-Analytical	
Mark Keranen –	Ext. 7461
-Organic identification	
Rick Thomas –	Ext. 7451
-Bio-Chemistry	
Gary Mansfield	Ext. 7448
-Chemical Hygiene Officer	

Biological or Disease Expertise

Linda Husmann	Ext. 7179
David Sammons	Ext. 7184

Psychology – Counseling Needs and Profiling

Susan Buckelew	Ext. 7544
Marti Herndon	Ext. 7112
Michelle Merwin	Ext. 7543
Cindy West	Ext. 7524

Agriculture Chemical Expertise

Paula Gale	Ext. 7326
------------	-----------

First Aid Services

Charlie Rayburn	Ext. 7312
-----------------	-----------

Nursing Services or Disease Expertise

Ruby Black	Ext. 7133
Gloria Browning	Ext. 7145
Esther Sellars	Ext. 7146
Peggy Davis	Ext. 7148
Julie Floyd	Ext. 7134
Shirley Fry	Ext. 7136
Linda Husmann	Ext. 7179
Alissa Parrish	Ext. 7141
Mary Radford	Ext. 7141
Nancy Warren	Ext. 7191
Victoria Seng	Ext. 7854

Nutrition/Dietetics

Lori Littleton	Ext. 7107
----------------	-----------

Media Relations Personnel

Robert Nanney	Ext. 7556
Tomi Parrish	Ext. 7558
Richard Robinson	Ext. 7555

Procedure for Class Cancellation or Relocation of Classes

The University of Tennessee at Martin will remain open except in the most severe weather conditions or in response to a large-scale natural or man-made disaster or large-scale disorder when it is deemed necessary to cancel classes or relocate classes to appropriate sites.

The Chancellor may officially close or suspend selected activities of the university because of extreme weather conditions or large-scale natural or man-made disasters or large-scale disorder. When a decision to close is reached, campus and appropriate radio and TV stations will be notified so that announcements may be made. When a decision to relocate or cancel classes is reached, the Vice Chancellor for Academic Affairs will contact the directors of affected academic units to announce information regarding where classes are being relocated, when classes will resume, or how to find information about the resuming of classes.

If the university is officially closed, certain essential activities such as food services, physical plant, public safety, and telephone services will continue to operate. Some facilities such as the Paul Meek Library and Boling University Center will, if possible, continue to function as a service to students and faculty. When the university is officially closed, the Days of Administrative Closing Policy will apply for staff-exempt and staff non-exempt employees.

In the event of inclement weather when the university remains open, all faculty, administrators, and staff will be expected to make every reasonable effort to maintain their regular work schedules but are advised to avoid undue risks in traveling. Employees who anticipate arriving late or not arriving at all should notify their immediate supervisors. Employees will have the option of charging their time off to annual leave or leave without pay; or, with approval, they may make up their lost work hours.

Students will be responsible for any academic work which they miss due to absences caused by severe weather conditions. It is the individual student's responsibility to take the initiative to make up any missed class work, and it is the instructor's responsibility to provide a reasonable opportunity for students to complete assignments or examinations missed due to such absences.

Ensure the Integrity of Academic Records

The integrity of student records is crucial. The Office of Academic Records continually assesses and evaluates its audit functions, as well as its back up processes. Currently the procedures are as follows:

Continually

- Academic records are available online from the Banner Server.
- Information Technology Services has a mirrored disk drive, which has an exact duplicate copy of the Banner Server's data.
- Any grade change that is made will automatically generate an email notification to the Office of Academic Records as well as to the faculty member of record.
- Any drops/withdrawals will automatically generate an email notification to the faculty member.
- Banner provides an audit trail of recorded transactions on SFASTCA.

Nightly

- The Banner database system is backed up nightly to tape.
- Tapes are stored temporarily in a locked, non-fire proof room located at the Information Technology Services site.

Weekly

- The back-up tapes, which are temporarily stored in a locked, non-fire proof room at Information Technology Services, are moved to the fireproof vault in the Administration Building Record's Office weekly.

Each Semester

- Compact Discs (CDs) of all grades are written at the end of each semester and stored in an off-site facility.
- Hard copies of all entered grades are bound and stored in Academic Record's fireproof vault.
- Old records (prior to Banner SIS) were microfilmed and are stored in an off-site bank vault.

Permanent

- Archiving of data from the main Banner Server is not planned for five to ten years.
- Decisions will be made at that point in time regarding which archiving is planned.

Other Duties as Assigned by Chancellor

The Vice Chancellor of Academic Affairs is responsible for assisting as necessary and other duties assigned by the Chancellor.

Facilitate Support of Employees and Families of Employees Who Are Casualties as a Result of Emergency

The Vice Chancellor for Academic Affairs is responsible for identifying appropriate personnel to be assigned to facilitate support of employees or families of employees who are casualties as a result of the emergency.

As the names of casualties become known, the Vice Chancellor for Academic Affairs will assign an appropriate member of the UT Martin staff (perhaps the employee's supervisor) to assist the injured employee or family of the employee as needed. The staff member will serve as a liaison between the University and the injured employee or family of the employee.

After the staff member is notified that he/she is assigned to a University employee who has been injured or has died, he/she should contact employee or family to inform them that the Chancellor has designated him/her to assist the family with university issues, questions, and concerns. The liaison should routinely coordinate information with the University regarding the employee's condition and family needs or in the event of a death, the funeral arrangements. The duties might include assisting the family with the notification of other family members regarding the injured employee, interfacing with the University personnel to address needs, and questions from the family with issues such as worker's compensation, sick leave, hospital bills, and expenses. The liaison may need to assist the family with transportation arrangements for the family.

The liaison will contact the Human Resource Office to provide information on the dead and/or injured. The Insurance and Workers Compensation Offices will provide information to the liaison on paper work necessary to process these claims. In the event the Human Resource Offices are damaged, necessary people from Knoxville or Nashville will be instructed to provide help.

Message Handling Procedures

1. All reports/messages coming into the Emergency Operations Center, EOC, will be acknowledged by recording them on the message form (see Attachment A to this appendix). This procedure applies to anyone receiving a message by radio, telephone, etc.
2. Each message will be entered into the communications log (see Attachment B to this appendix). The log will show the date and time the message was received, along with the individual/department sending it.
3. After the message has been logged, it will be given to the Emergency Management Coordinator for routing to the appropriate functional coordinator(s). Since damage assessment is of vital importance in a disaster, a copy of each message will also be given to the Risk Manager. The Risk Manager will be responsible for collection, analysis, and plotting/display of damage assessment information obtained from these reports/messages.
4. If the information contained in the message is of significant importance, it will be entered into the significant events log (see Attachment C to this appendix). This log will be used to record key disaster-related information (i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, radiation dose, etc.).
5. The message receiver is responsible for checking the content of the message. If the message is found to be incomplete, the Emergency Management Coordinator will be notified, who will then inform all the receivers of that message of its problem. The appropriate action will be taken to either complete the request or, if unable to respond, forward it back to the Emergency Management Coordinator for consideration.
6. The response to the message will be disseminated as appropriate (i.e., reported to response personnel in the field, provided to the EOC staff through regularly scheduled briefings, forwarded to state officials, or disseminated to the public).
7. Outgoing messages from the EOC will also be entered into the communications log as previously mentioned. This will include messages that originate from the EOC which are also to be recorded on a message form before leaving the EOC.
8. Personnel required for message handling will be coordinated under the Vice Chancellor for Academic Affairs.

MESSAGE FORM

- INCOMING
- OUTGOING

DATE

TIME

MSSGE NO.

TO: _____

FROM: _____

- RECEIVED
- SENT

BY: _____

MESSAGE

ACTION TAKEN

ROUTED TO:

- | | | |
|---|---|--------------------------------|
| <input type="checkbox"/> Elected Official | <input type="checkbox"/> Fire & Rescue | <input type="checkbox"/> PIO |
| <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Public Works | <input type="checkbox"/> Other |
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Health & Medical | |
| | <input type="checkbox"/> Reception & Care | |

INFORMATION COPY TO:

[\[Return to Table of Contents\]](#)

COMMUNICATIONS LOG

Attachment B

DATE: _____

IN/OUT	TIME	MESSAGE NO.	TO	FROM	SUBJECT	SIG EVENT

[\[Return to Table of Contents\]](#)

**APPENDIX Z: EMERGENCY RESPONSE PROCEDURE
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION**

Notification of Key Personnel

- A. Reference Appendix B for Emergency Management Team
- B. Reference Appendix C for UTM Personnel as required

Notification of Building Managers

- A. Reference Appendix E as required

Acquisition of Resources from Outside the University

- A. Reference Appendix A as required

[\[Return to Table of Contents\]](#)

**APPENDIX AA: EMERGENCY RESPONSE PLAN
DIVISION OF STUDENT AFFAIRS**

Initial Contact

In the event of an emergency involving residence hall students, Public Safety will contact the Director of Housing. The Vice Chancellor for Student Affairs will also be notified of the emergency. If the Vice Chancellor is not available, the Director or the Assistant Director of the University Center will serve as the vice chancellor's designee. **(Mr. Steve Vantrease, Director of the University Center; Mr. John Abel, Assistant Director of the University Center).**

Evacuation of Residence Halls

If necessary, the Director of Housing will supervise the evacuation of residence hall students to a location designated by the emergency management team. Otherwise, the Director of Housing will instruct the students to remain in the residence halls. Emergency plans for the residence halls follow this section. Residence hall staff will work with physical plant personnel to provide and maintain services. **(Mr. Earl Wright, Director of Housing)**

Bedding/Linens

The Director of Housing is to be notified if bedding/linens are needed. The following are on-hand in Ellington Hall Room 016 (basement).

- 450 blankets
- 800 sheets
- 450 pillows
- 2000 towels

Food

If food is needed, the Vice Chancellor for Student Affairs will contact the Director of the University Center. The Director will coordinate with the Director of Dining Services to provide food in the University Center dining hall or another location designated by the EMT. If electricity is available, dining services can feed 3000 people for three days with provisions on-hand. If electricity is not available, dining services can provide meals for 1000 people for 3 days. **(Mr. Benjamin Long, General Manager Sodexo Services)**

Student Health & Counseling Services

If victims are in need of physical or mental health assistance, the Vice Chancellor will contact the Director of the University Center. The Director of the University Center will contact the Director of Student Health & Counseling Services who will arrange and provide medical and counseling services as appropriate at a site to be determined by the emergency management team. If the Director is unavailable, the clinical coordinator will be contacted. Procedures follow this section. **(Ms. Shannon Deal, Director, Student Health & Counseling Services)**

Medical Care

The Director of Student Health & Counseling, working with the Athletic Training Department and the Department of Nursing, will open treatment area(s) as appropriate and make all supplies and equipment available for use. Triage areas, in priority order: Training room in the Fieldhouse, Football Building, and Student Health & Counseling Services. Supplies will be transported to the site. Supplies include basic first aid material, nebulizer, crutches, splints, limited IM medications, stethoscopes, blood pressure cuffs, and suture supplies. (**Ms. Shannon Deal, Director of Student Health & Counseling Services**)

If a physician is needed, the Director will contact Susan Lowry, M.D. If Dr. Lowry is unavailable, the on-call physician will be contacted. Volunteer Community Hospital maintains the on-call physician information.

Information System

The Vice Chancellor will contact the Director of the University Center who will establish an information system through the call center and information desk to deal with inquiries regarding the well-being of the members of the university community. If the University Center is not operable, the Director will work with EMT to set up temporary services at a designated site. Procedures immediately follow this section.

DEPARTMENT OF HOUSING PROCEDURES

Housing Catastrophic Emergency Evacuation Plan

In the event of an emergency requiring the evacuation of the entire campus the following plan will be implemented. The plan will cover the following areas:

1. Campus Officials to Be Notified
2. Relocation of Residents
 - Transportation
 - Temporary Housing and Food Needs
 - Identification of Special Needs Residents
3. Dealing With the Media
4. Aftercare

Campus Officials to Be Notified

Per the campus emergency response plan, the Vice Chancellor of Student Affairs is the lead official of any crisis involving the residence halls. At the beginning of any crisis the following officials are to be notified:

- The Director of Housing
- The Associate Director of Housing
- The Assistant Director of Housing for Residence Life
- The Vice Chancellor for Student Affairs (to be contacted by the Director of Housing or Department of Public Safety)
- The Chancellor of the University (to be contacted by the Vice Chancellor of Student Affairs, the Director of Housing, or Department of Public Safety)
- The Director of University Relations, a.k.a. Public Information Officer (for media contacts)
- The Director of Student Health & Counseling Services

Relocation of Residents

Once the decision has been reached to evacuate residence halls, the Hall Directors in each building will be notified to contact hall staff residents to prepare them for the evacuation. Special care should be devoted to identify and assist evacuation of students with temporary & permanent mobility impairment. If time permits, hall staff will go room to room to inform residents of the evacuation and notifying residents of what personal items may be brought with them. If time does not permit, the fire alarm will be immediately pulled and hall staff will proceed through the building clearing the rooms using the standard fire drill procedures. Residents will be directed to a central location (the University Center) for notification and transportation off campus. If the University Center is not suitable at that time, the Elam Center and/or Student Recreation Center (SRC) is the second choice (based upon the nature and needs of the disaster). Another central location will be announced if the Elam Center/SRC is not suitable.

The Hall Director or Assistant Hall Director will bring the latest copy of the hall roster with them to determine which residents are accounted for. It is realized that upon notification some residents may decide to leave campus on their own. The staff should make effort to note on the roster those who chose to leave campus using their own transportation.

Transportation

Upon the decision being reached that residents must be evacuated from the building transportation will need to be arranged. The three initial contacts for transportation are:

- UT Martin Motor Vehicle Operations for vans (**881-7655**)
- Weakley County Board of Education for school buses (**364-2247**)
- Tennessee National Guard for trucks (**587-9626**)

If additional transportation is needed, neighboring school districts can be contacted as well as the charter bus company in Union City.

Temporary Housing

Arrangements for the temporary housing of dislocated residents will be of prime importance. If the need to evacuate the halls does not necessitate the need to evacuate campus, residents can be temporarily housed in the Elam Center. If the entire campus must be evacuated, the following local locations can be used for temporary housing:

- Westview High School
- Martin Middle School
- Local Churches

If the city of Martin must be evacuated the following locations will be contacted for possible temporary housing:

- Dresden High School
- Union City High School
- Murray State University

Cots and blankets will need to be provided. Agencies such as the American Red Cross, Weakley County Emergency Management, and the Tennessee National Guard can be contacted for help.

Food Needs

Once the residents have been relocated, plans for providing food will need to be implemented. If the relocation is on campus or local, Sodexo Dining Services can be used to

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

facilitate this function, If Sodexo is not in service or unable to operate, local churches and aid agencies such as the American Red Cross can be contacted for assistance. Sodexo staff will assist with any agency to feed UTM students. Special care needs to be made that identifies those with life threatening food allergies.

Identification of Special Needs Residents

Special needs residents in each hall will be identified and assisted per the Housing Evacuation Plan in the Housing Professional Staff manual.

Dealing with the Media

All media requests should be directed to Bud Grimes, Director of University Relations (Public Information Officer) at 731-881-7615.

Aftercare

The Director of Student Health & Counseling Services should be contacted to have counselors available at the relocation site should their services be needed by any resident or staff member.

BOLING UNIVERSITY CENTER PROCEDURES

Initial Contact

Upon notification of an emergency by the Vice Chancellor for Student Affairs, the Director of the University Center shall notify area supervisors of the emergency situation and place them in a stand-by status pending:

- 1) Receipt of additional information/instructions from the Emergency Management Team;
and
- 2) To determine what staff are in place to address the emergency.

For implementation of the emergency action plan, the Director will initiate the following action:

Student Relocation

- 1) Make notice of the need to open and occupy the University Center
 - Assistant Director: John Abel
 - Maintenance Supervisor: Fimis Halkias
- 2) Identify appropriate spaces for relocation and prepare for occupancy
- 3) Staff for an appropriate level of operation and supervision.
- 4) Await further instructions from the Emergency Management Team.

Feeding

- 1) Notify the Food Service Manager
- 2) Make notice of the need to open and occupy the University Center
 - Assistant Director/Program Assistant
 - Maintenance Supervisor
- 5) Determine the scope of service to be provided
- 6) Mobilize forces to prepare and serve

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

- 7) Secure supplemental food supplies
- 8) Await further instructions for the Emergency Management Team. At any given time, food service maintains an inventory that is capable of serving:
 - 4,000 hot meals* (if utilities are in place to cook)
 - 4,000 cold meals (Meals as those needed to sustain life, not necessarily “meat & three’s”)

Student Health & Counseling

- 1) Notify the Director of the need for services
- 2) Determine where services will be provided
- 3) Make notice of the need to open and occupy the University Center, if appropriate
 - Assistant Director/Program Assistant
 - Maintenance Supervisor
- 4) Coordinate activity with the Emergency Management Team.

Information System

- 1) Notify the communications supervisor of the need of a communications system
- 2) Make notice of the need to open and occupy the University Center
 - Assistant Director/Program Assistant
 - Maintenance Supervisor
- 3) Determine the scope of the service to be provided
- 4) Determine what resources are operational and available
- 5) Mobilize forces to staff and operate the communications system
- 6) Identify resources needing repair/restoration and deficiencies
 - Mobilize internal resources to meet the need
 - Secure external resources to meet the need
- 7) Coordinate activity with the Emergency Management Team (communications director) to make information available
 - To the general public
 - Specific external constituencies
 - Route incoming inquires, general or specific
- 8) Set-up media center
- 9) Await further instructions from the Emergency Management Team.
- 10) Set up student “call home” center

Note: The University has battery back-up for 3 to 7 hours but no generator in place.

STUDENT HEALTH & COUNSELING PROCEDURES

COUNSELING:

1. The Clinical Coordinator will contact the center’s counselors to meet at the location designated by the EMT.
2. If the situation warrants, the Coordinator will contact the following additional community resources for assistance:
 - Licensed Campus Clinicians

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

- Dr. Wally Crider, former Director of the UT Martin Counseling Center
 - Area ministers
3. Student Health & Counseling Services will be the preferred location to provide counseling related services. If this facility is required for medical treatment, an alternate location will be selected working with the emergency management team.
 4. The Clinical Coordinator of Counseling will establish a “comfort zone” to provide informational interventions and referrals as needed to ensure students are aware of available resources. The location of this “zone” will be coordinated with the emergency management team.
-

HEALTH SERVICES

1. The Director of Student Health & Counseling Services will open triage areas and make all supplies and facilities available for use. If Student Health and Counseling Services will not be used as the triage area, supplies can be transported to the site. Such supplies include basic first aid material, nebulizer, crutches, splints, limited TM medications, stethoscopes, blood pressure cuff, and suture supplies.
2. If a physician is needed, the Director will contact Susan Lowry, M.D. If Dr. Lowry is unavailable, the on-call physician will be contacted. Volunteer Community Hospital maintains the on-call physician information.
3. The Director will also coordinate the delivery of all health-related services.
4. If the Director is unavailable, the Vice Chancellor for Student Affairs will contact the Senior LPNs.

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

CONTACTS FOR IMPLEMENTATION
UT MARTIN EMERGENCY RESPONSE PLAN
DIVISION OF STUDENT AFFAIRS

<u>Position</u>	<u>Contact</u>	<u>Office</u>	<u>Home</u>	<u>Cell/Pager</u>
Vice Chancellor	Margaret Toston	881-7710		
Assistant Vice Chancellor	David Belote	881-7526		
University Center, Director	Steve Vantrease	881-7766		
University Center, Asst. Director	John Abel	881-7756		
Information Center	Kathy Wright	881-7000		
	Courtney Sowell	881-7000		
Housing, Director	Earl Wright	881-7733		
Housing, Assoc. Director	Debbie Ferrell	881-7739		
Housing, Asst. Director, Res. Life	Ryan Martin	881-7731		
Stu. Health & Counseling, Dir.	Shannon Deal	881-7750		
Clinical Coordinator, Counseling	Jenifer Hart	881-7720		
Senior LPN	Lisa Fagan	881-7750		
On-Call Physician	Susan Lowry	587-9511		
Vol. Comm. Hospital		587-4261		
Minority Affairs Coordinator	Annie Jones	881-7282		
Student Conduct Officer	Joe Henderson	881-7703		
Dining Services, Director	Benjamin Long	881-7771		
	Keith Royster	881-7773		
Campus Rec/Stu. Life Ctr., Dir.	Gina McClure	881-7746		
	Eric Simmons	881-2149		
	Shelly Stout	881-7718		
Admissions, Director	Judy Rayburn	881-7032		
Student Organizations Coord.		881-1864		
Greek Life Coordinator	Louis Ragsdale	881-7527		

Reviewed: 06/13/2012

[\[Return to Table of Contents\]](#)

**APPENDIX BB: UNIVERSITY ADVANCEMENT
EMERGENCY RESPONSE PLAN**

Contacts with UT System, City, County, State and Federal Officials

The Vice Chancellor for University Advancement will be the initial contact in emergency situations with the UT System as well as city, county, state and federal officials. Listed below are phone numbers by official categories. Attached is the Message Form for incoming and outgoing calls (Attachment A) as well as a Communications Log for noting the date, time, and subject matter of the communications (Attachment B). A new log for External Resources (Attachment C) and Expenditures (Attachment D) is included as well as a Gift-in-Kind Report (Attachment E).

UT System

Dr. Joe DiPietro	865-974-2241
President	
David E. Millhorn	865-974-4048
Executive Vice President	
Catherine Mizell, Secretary	865-974-3245
Scott Rabvenold	865-974-9557
Vice President for Development and Alumni Affairs	
Mark Smith	865-974-5084
Executive Director of Safety	
Butch Peccolo	865-974-1763
Vice President and Treasurer	

City/County Officials

Mayor Randy Brundige	731-587-3126
Police Department	731-587-5355
David Moore, Chief of Police	
Fire Department	731-587-4919
Russell Schwahn, Fire Chief	
Volunteer Community Hospital	731-587-4261
Red Cross	731-587-5948
Betty Stockdale, Director (Obion/Weakley Counties)	731-885-5113
	731-884-3194 (pager)
Emergency Management Agency	731-364-5454
Jamison Peevyhouse, Director	

State Officials

TEMA	800-262-3300 (emergency line)
Jane Waldrop, Regional Director	800-322-7341
John Bobbitt, Regional Planner	731-426-0628, 800-322-7341
Tennessee Bureau of Investigation	800-322-7341
US Secret Service	615-744-4000
Rep. Bill Sanderson	615-736-5841
Rep. Andy Holt	615-741-0718
	615-741-7847
	731-364-6029
Rep. Roy Herron	615-741-4576
	731-364-5415

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

Federal Officials

FEMA, Region IV (General Number)	770-220-5200
Director, Brad Loar	770-220-5416
Regional Administrator, Major Phillip May	770-220-5224
Environmental Officer, William Straw	770-220-5432
Administration & Resources Planning	770-220-5272
Kelvin Kellkenberg, Acting Director	770-220-5454
Admin. Services Branch Chief, Andy Newton	770-220-5558
Director Response Recovery, Jesse Munoz	770-220-5212
Railroad Emergencies	800-232-0144
Toxic Chemical & Oil Spills	800-262-3300
Mobile Emergency Response Support	800-333-4846
	229-225-4756
National Emergency Coordination Center	202-898-6100
Senator Stephen Fincher	202-225-4714
	731-588-5190
Senator Bob Corker	202-224-3344
	615-279-8125

06/06/2012

[\[Return to Table of Contents\]](#)

MESSAGE FORM

- INCOMING
- OUTGOING

_____ DATE

_____ TIME

_____ MESSAGE NO.

TO: _____

FROM: _____

- RECEIVED
- SENT

BY: _____

MESSAGE

ACTION TAKEN

ROUTED TO:

- Elected Official
- Emergency Management
- Law Enforcement
- Fire & Rescue
- Public Works
- Health & Medical
- Reception & Care
- PIO
- Other

INFORMATION COPY TO:

COMMUNICATIONS LOG

Attachment B

DATE: _____

IN/OUT	TIME	MESSAGE NO.	TO	FROM	SUBJECT	SIG EVENT

GIFT IN KIND REPORT

TO: UT Martin Office of Development
320 Administration Building

FROM: _____
Department

DATE: _____

RE: Gift-in-Kind

Please record a gift-in-kind as follows:

1) VALUE: _____
(Please attach documentation obtained from donor)

2) NAME AND ADDRESS OF DONOR: _____
(Individual or company contact person)

(Company name, if applicable)

(Address)

3) DATE OF GIFT: _____

4) DESIGNATION OF GIFT: _____

5) SPECIFIC DESCRIPTION OF GIFT: _____

Department Representative Signature

**APPENDIX CC: OFFICE OF UNIVERSITY RELATIONS
CRISIS COMMUNICATION PLAN (revised 06/12)**

I. Decision Makers for Crisis Situations

For media purposes, a crisis is any event that generates immediate news interest or the need for an immediate response to the news media. In a university crisis, the following are to be consulted for making decisions when working with the news media in a crisis.

1. Chancellor
2. Vice Chancellor for Academic Affairs
3. Vice Chancellor for Finance and Administration
4. Vice Chancellor for Student Affairs
5. Vice Chancellor for University Advancement

II. Procedures When a Crisis Occurs

Once an incident is reported to the Office of University Relations, the director or university editor will consult with the highest-ranking campus administrator available (see above) to decide appropriate responses to the news media and to the public. When appropriate, area media will be contacted and provided related information.

If a crisis or disaster situation occurs, and news media representatives come to the campus, the Office of University Relations is responsible for:

1. Establishing a media staging area.
2. Verifying and issuing press credentials.
3. Coordinating access to people and physical locations for media representatives.
4. Scheduling media tours of areas affected by the situation.
5. Determining the frequency and location of press briefings.
6. Issuing news releases.

III. Key Media Contacts

The following media outlets consistently cover the university and represent a core media group that generally will be contacted in a crisis. The list is subject to revision; sports outlets may be different:

The Pacer, WUTM-FM, Weakley County Press, Thunderbolt Broadcasting (WCMT, WCDZ), Dresden Enterprise, WWKF-FM/WENK-AM (Union City), Twin States Broadcasting (Union City), Union City Daily Messenger, Paris Post-Intelligencer, WBBJ-TV, Jackson Sun, WPSD Local 6, WLJT-DT, University of Tennessee News Services, Milan Mirror-Exchange, SL-100 (Dyersburg), Dyersburg State Gazette, Fulton Leader (Fulton, Ky.)

IV. Types of Information Available

Student-related information for public release is covered by the Family Educational Rights and Privacy Act (FERPA), which is generally directory information.

In Tennessee, the incident or offense report for a crime is available for release to the media. This report is

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

not required for release to media outside of the state (i.e., to persons not citizens of Tennessee). Information about an investigation cannot be released until the investigation is completed. Every effort will be made to cooperate with law enforcement officials and members of the news media. When appropriate, members of the news media will be directed to the investigating law enforcement agency for additional information.

V. University Employee Information

Information about UT Martin employees is available through the Office of Human Resources. Any Tennessee citizen can obtain certain employee records by presenting a valid Tennessee driver's license. Information about UT Martin faculty members is available through the Office of Academic Affairs by following the same procedure.

VI. Death of a Student or Employee

The same procedures previously outlined will be followed. Suicides will generally not be reported to the media. Inquiries for death-related information will be directed, when appropriate, to the hospital, funeral home or law enforcement agency involved.

The Office of University Relations does not release obituary stories to the media unless directed by the chancellor or other ranking administrator. When a person's death occurs and a story is requested by the chancellor or other ranking official, regular news-release procedures will be followed as appropriate. Other death-related stories are subject to the individual obituary policies of media outlets and should be coordinated by family members.

VII. Inclement Weather or Natural Disasters

Inclement weather procedures are outlined in the UT Martin Student Handbook and the university catalog. The Office of University Relations will provide university closing information to media outlets upon notification by the appropriate university administrator. Each year, media outlets are provided an updated inclement weather code by University Relations to prevent bogus closing announcements.

Each campus building has disaster plan coordinators, and these persons will make appropriate contacts within their areas and to the Department of Public Safety if a natural disaster occurs.

[\[Return to Table of Contents\]](#)

APPENDIX DD: MISCELLANEOUS INSTITUTIONAL RESOURCES

Athletics

- Three athletic training rooms (2052 Skyhawk Field House, 107 Bob Carroll Football Building, and 1047 Elam Center) with 15 treatment tables that could be used for minor injuries or as a triage area.
- Five full-time athletic trainers (ATCs) who are trained in emergency care, orthopedic care, and Basic Life Support by the American Heart Association.
- Emergency equipment including automatic external defibrillators (AEDs), splints, supplement oxygen, etc. See Appendix EE for more detailed information about the defibrillators.

[\[Return to Table of Contents\]](#)

APPENDIX EE: AUTOMATED EXTERNAL DEFIBRILLATORS

THE UNIVERSITY OF TENNESSEE AT MARTIN

Written Notice of Automated External Defibrillator Program

Program Update June 2012

Date of program initialization: January 2010

University Contact Personnel:

Ted Council 731-881-7602

tcouncil@utm.edu

Room 164 Crisp Hall

Martin, TN 38238

Medical Director – Dr. Susan Lowry

Device type and placement

UTM has 42 Phillips HeartStart Onsite Defibrillator units on campus in the following locations.

0-----Red denotes AEDs that will be inspected by Environmental Health and Safety personnel each month.

Other department AEDs will be inspected by department personnel each month and reviewed by Environmental Health and Safety personnel semi-annually.

<u>Location</u>	<u>Serial No.</u>	<u>Installed</u>	<u>Type</u>	<u>Pads Expire</u>
1. Administration Building, 1 st floor, by center stairwell.	A09G-00904	12-22-09	P	5/2014
2. Library, in Reference Desk work area.	A09G-01146	12-22-09	P	5/2014
3. Gooch Hall, 1 st floor, outside Continuing Education.	A09G-01025	12-22-09	P	5/2014
4. Brehm Hall, South end of 2 nd floor, near Biology office.	A09G-01011	12-22-09	P	5/2014
5. Humanities, 2 nd floor at center stairwell.	A09G-01038	12-22-09	P	5/2014
6. University Center, 2 nd floor, across from information desk.	A09G-00911	12-22-09	P	5/2014
7. Business Administration, north wall of main lobby on 1 st floor.	A09G-00940	12-22-09	P	5/2014
8. Maintenance Center, east end of hallway, next to main office.	A09G-01119	12-22-09	P	5/2014
9. Student Health, west end of hallway, by treatment rooms.	A09G-00913	12-22-09	P	5/2014

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

<u>Location</u>	<u>Serial No.</u>	<u>Installed</u>	<u>Type</u>	<u>Expire</u>
10. Agriculture Teaching Facility, Headquarters Bldg.	A09G-01111	1-5-10	P	5/2014
11. Agriculture Pavilion, northeast corner, ground level	A09G-01114	1-5-10	P	5/2014
12. EPS Bldg., first floor, near main entrance	A09G-00848	1-5-10	P	5/2014
13. Football weight room-Strength Coach Office	A09G-01429	12-22-09	P	5/2014
14. Main Athletic Training Room-Fieldhouse, games /practices	A09G-01154	12-22-09	P	5/2014
15. Portable unit for Rodeo, equine center, Ag Pavilion	A09G-01150	12-22-09	P	5/2014
16. Football Athletic Training Room, Football field for games /practices	0700008942	2002	P	2/2013
17. Main Athletic Training Room-Fieldhouse, games/practices	600006634	2002	P	2/2013
18. Student Recreation Center on 1 st floor outside Fitness Center doors.	A09J-00791	1-25-10	P	5/2014
19. Student Recreation Center on 2 nd floor outside walk/jog balcony next to fire extinguisher.	A09J-00776	1-25-10	P	5/2014
20. Elam Center 1 st floor just outside pool doors.	A06F-01674	2008	P	1/2013
			Infant Pads . . .	1/2014
21. Skyhawk Fieldhouse on 2 nd floor walk/jog balcony next to telephone.	A06F-03132	2008	P	1/2013
			Infant Pads . . .	1/2014
22. Skyhawk Fieldhouse in Exercise Science Lab. room 1081.	1204135685	2005	P	1/2013
23. Campus Recreation for field use	A10G-00669	8-10-10	P	12/2012
24. Crisp Hall, South Entrance, West Wall	A10G-00615	8-16-10	P	12/2012
25. University Center, Main entrance to Cafeteria	A10G-04838	8-18-10	P	12/2012
26. Library, 2 nd floor at elevator	A10F-05778	8-18-10	P	12/2012

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

27.	Alumni Center	A10G-04788	8-18-10	P	12/2012
28.	Student Life Center	A10G-04946	8-18-10	P	12/2012
29.	Central Housing in Clement Hall	A10G-00641	8-20-10	P	12/2012
30.	Browning Hall on Column near front desk	A10G-00414	8-20-10	P	12/2012
31.	Ellington Hall on wall in front of front desk	A10G-00717	8-20-10	P	12/2012
32.	University Village II in lobby of F building	A10G-00729	8-20-10	P	12/2012
33.	University Village 1 in C106	A10G-00747	8-20-10	P	12/2012
34.	Cooper Hall on east wall near front desk	A10G-00715	8-20-10	P	12/2012
35.	Public Safety Patrol Vehicle	A10G-04835	9-14-10	P	12/2012
36.	Children's Center, near main entrance	A10F-05986	10-12-10	P	12/2012
37.	ROTC Building, in main entrance foyer	A10G-00086	11-16-10	P	12/2012
38.	Baseball/Softball Building	A10G-00620	3-14-11	P	12/2012
39.	Sociology Building, in hallway near Office	A11G-01464	8-16-11	P	12/2013
40.	McCombs Center, at south entrance, across hallway from Tennessee Room.	A11G-01297	8-16-11	P	12/2013
41.	University Village II in lobby of G building	A10K-01516	2011	P	4/2013
42.	University Village II in lobby of H building	A10K-01519	2011	P	4/2013

All units in the buildings will be accessible by building occupants during the times that the buildings are open or occupied.
 The AEDs will not be used off of the University campus with the exception of the unit assigned to the Campus Police (if requested).

Training Requirements

All UTM personnel who have been designated as AED Responders are required to successfully complete a course of training in CPR and the use of AEDs that has been approved by the American Red Cross.

Maintenance and testing

The Phillips Onsite is very simple to maintain. The Onsite performs a self-test every day. In addition, a battery insertion self-test is run whenever a battery is installed in the device. Periodic checks will be made and recorded to determine that the green light is flashing which indicates the device is ready for use.

Contact Personnel

Ted Council, Safety Officer 731-881-7602
Environmental Health and Safety

Doug Sliger, Emergency Management Coordinator 731-881-7583
& Safety Specialist
Environmental Health and Safety

Medical Director
Dr. Susan Lowry 731-587-9511

UTM's AED program is registered with Weakley County Ambulance Service, Martin Fire Department, and Weakley County 911 Communications Center.

The University of Tennessee at Martin AED Response Protocol

When an unconscious victim is discovered, the following protocol will be followed:

Responder

Shake and shout at victim. If no response;
Have someone call 911. If no one is available, call 911 and return immediately to the victim.
Have someone retrieve the AED.
Begin ABC's of CPR.
Utilize AED if necessary.

Police Dispatcher

Immediately dispatch an officer and call for an ambulance. The ambulance should be summoned right away. (DO NOT wait for the responding officer to arrive and authorize).
Upon arrival of the responding officer, obtain as much pertinent information as possible and communicate to EMS.

Once EMS is on the scene they are in charge of further rescue efforts for the victim.

Notification

Following any event involving the use of an AED, the responder must complete the AED Use Report. (See attached report form)
Campus police must then notify the UTM Office of Environmental Health and Safety to ensure that supplies are restocked.

[\[Return to Table of Contents\]](#)

The University of Tennessee at Martin Automated External Defibrillator Use Report

Date and time of Use: _____ Location: _____

Patient Information:

Name: _____ Age: _____ Sex: _____

Patient Condition upon your arrival: (circle)

Conscious	Breathing	Pulse	CPR
Unconscious	Not Breathing	No Pulse	No CPR

What action did you take? _____

Was shock needed? Yes No Was shock delivered? Yes No

Did pulse return? Yes No Did breathing return? Yes No

Was CPR performed? Yes No By whom? _____

Did patient become conscious? Yes No

Condition on arrival of EMS? _____

Outcome (if known): _____

Names of all AED responders:

Your Name Date

Please submit report to the Office of Environmental Health and Safety.

**Appendix FF: Vendor Call List
(Emergency Preparedness List)**

Bus Companies

Wise Coaches, Inc (15 buses)
Hermitage, TN
Contact: Alan Wise
Phone: 615-391-3505
Cell:

Anchor Tours (Access to 34-40 buses between Paducah and Nashville locations)
Paducah, KY
Contact: Charlotte Barks
Phone: 270-538-0070
This number is forwarded to a cell number after hours

Brantley Charters (5 buses)
Lexington, TN
Contact: Danny Brantley
Phone: 731-968-8525
Cell:
Fax: 731-968-0789
800-748-9040

Gray Line (Varies but access to at least 1 bus)
Nashville, TN
Contact: Bill Thompson
Phone: 615-883-5557 ext. 106
Cell:

Waste Disposal Company:

Republic Services
Troy Tennessee
Contact: Amanda Caldwell or Lana Alderdice
Phone: 731-885-5528
Cell:
800-748-9920
Fax: 731-885-0927
Contract valid until 5-31-2013

Roofing Contractor:

Capps & Castele Roofing

Paris, TN

Contact: Gary Castele, Dennis Capps, John Lockwood

Phone: 731-642-0228

Cell:

Fax: 731-642-0022

Contract valid until 5/5/2013

Time & Material Contract (Includes; Bobcat, tractor, backhoe, forklift, dump truck, welder, dozer (and operators), concrete finisher, iron worker, mason, electrician, plumber)

Allen Searcy Contractor

Union City, TN

Contact: Brian or David Searcy

Phone: 731-885-7633

After hours: (David)

(Brian)

Fax: 731-885-4939

Contract valid until 07-04-2012

J. W. Graves Construction

Union City, TN

Contact: Joe Graves

Phone:

Fax: 731-885-6620 (call prior to faxing)

Contract valid until 07-14-12

Elevator Service Contract

Otis Elevator Company

Memphis, TN

Contact: Vincent Heeney

Phone: 901-527-0291

Cell:

After hours: 1-800-233-6847 (Call Center)

Contract valid until 9-13-2012

Mechanical Contract

Garrett Plumbing
Contact: Charles Garrett
Jackson, TN
Phone: 731-668-3339
Fax: 731-664-5541
Cell Phone:
Contract valid until 6/3/2012

Water Treatment Contract

Nashville Chemical
Nashville, TN
Contact: Brian Tiller
Phone:
After hours cell:
Fax: 615-350-6331
Contact valid until 01-02-2013

Local Telephone Service

Frontier Communications
Cookeville, TN
Contact: Mike Metts
Phone: 731-587-9437
After hours:
Email: chales.metts@FTR.com
Contract valid until 6-30-2013

Local Electric Company

Weakley County Electric
Martin, TN
Contact: Faron Collins (Manager) or Andrea Harrington or Rick Witherspoon
Phone: 731-587-9521
After hours: 731-587-9521
(Faron)
(Andrea)
(Rick)
No contract

Glass Contract

Weakley County Glass
Martin, TN
Contact: Darren Johnson
Phone: 731-587-6666
Home:
Cell:

Carpet/Floor Tile Contract

Color Shop
Martin, TN 38237
Contact: Richard Kelley
Phone: 731-587-3102
After hours:
Fax: 731-588-2852
Contract valid until 8-22-2012

Revised 05/31/2012

[\[Return to Table of Contents\]](#)

APPENDIX GG: INFORMATION TECHNOLOGY (IT) SERVICES EMERGENCY RESPONSE PLAN

Table of Contents

Sections:

- I. Introduction and Purpose**
- II. Examples of Disasters and Risks**
- III. Initiate Emergency Procedures**
- IV. Assessment Procedures**
- V. Recovery Team**
- VI. Recovery Procedures**
 - a. Location**
 - b. Equipment**
- VII. Pandemic Viral Outbreak**
- VIII. External Business Partners**
- IX. Disaster Recovery Plan Training and Testing**

I. Introduction and Purpose

This document is the emergency response plan for the University of Tennessee at Martin Information Technology Services. The information presented in this plan is a guide for University management and technical staff in the recovery of computing and communication facilities infrastructure and critical business applications. A full Business Continuity Assessment and Plan for the entire campus should be conducted to determine the risks, impact, and time (RTO-recovery time objective) that an office can operate without access to their electronic information. This plan does not address these issues. This plan attempts to set priorities for restoring services based on internal knowledge.

The ability to recover quickly from a small or large disaster is directly related to the amount of damage, and the time, money, and effort prior to the disaster that has been allocated to the redundancy of systems.

Currently every business operation of the campus is heavily dependent on electronic access to information and online communication. This change to technology dependency has taken place very quickly and continues to change each year.

Data recovery efforts in this plan are targeted at getting the systems up and running with the last available off-site backup tapes. Data loss can occur between the point of the last backup and the time of the disaster. *Significant* effort will be required after the system operation is restored to (1) restore data integrity to the point of the disaster and (2) to synchronize that data with any new data collected from the point of the disaster forward.

Individual campus departments are responsible for developing their own procedures for operating until computer systems and communications networks can be restored and for managing the synchronization of their manual and restored data. The scope of this plan at this time does not address the needs of the off-campus centers in Selmer, Jackson, Ripley, and Parsons.

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

Consider the business impact of a disaster that prevents the use of the system to process Student Registration, Fee Payment, access to IRIS, or any other vital application for weeks. Students and faculty rely on our systems for instruction, all of which are important to the well-being of the University. Most people are lost without email, if they don't have access for a few hours. It is hard to estimate the damage to the University that such an event might cause. One tornado properly placed could easily cause enough damage to disrupt these and other vital functions of the University. Without adequate planning and preparation to deal with such an event, the University's central systems could be unavailable for many weeks.

A revised public (media) version of this plan is available to the public on the UT Martin web site. (<http://www.utm.edu/its/>).

Primary OBJECTIVES of the Plan

This disaster recovery plan has the following primary objectives:

1. Add additional detail to the University of Tennessee at Martin Emergency Response Plan that is specific to technology and communications.
2. Present an orderly set of procedures for restoring critical communications systems within a currently undetermined amount of time.
3. Present an orderly set of procedures for restoring critical computer systems within a currently undetermined amount of time.
4. Identify human and physical resources needed for recovery.
5. Describe an organizational structure for carrying out the plan.
6. Plan future changes to make the infrastructure easier to recovery after a disaster

II. Examples of Disasters and Risks

FIRE

The threat of fire in the Crisp Hall server room area is real. The building is filled with electrical devices and connections that could overheat or short out and cause a fire. There is a continuing problem with raccoons in the ceiling each spring and fall. The computers within the facility also pose a quick target for arson from anyone wishing to disrupt University operations. A new automatic whole room inert gas based fire detection and suppression system was installed into the machine room, network room, and telecom switch room in the summer of 2011.

FLOOD

The threat of a flood to Crisp Hall is not an issue. Improper drainage allowing water to penetrate the server room floor, which contains a significant amount of wiring, has been an issue in the past. At this point in time this has been resolved.

TORNADOS AND HIGH WINDS

Now that UT Martin is situated along the new "Tornado Alley", damage due to high winds or an actual tornado is a very real possibility. A tornado has the potential for causing the most destructive disaster we face. If the integrity of the Crisp Hall roof is compromised in the server room area, significant damage can occur.

EARTHQUAKE

The threat of an earthquake in the Martin area in the future is high. The US Geological Survey rates the nearby New Madrid Fault as perennially imminent for a major earthquake. An earthquake has the potential for being the most disruptive for this disaster recovery plan because of the possibility of wide spread destruction. Restoration of computer systems and communications networks following an earthquake could be very difficult and require an extended period of time.

COMPUTER CRIME

Computer crime is a continuing threat that expands as systems become more complex and access is more distributed across the Internet.

PANDEMIC VIRAL OUTBREAK

With the arrival of the H1N1 flu virus, a plan to continue operations in the event of a pandemic viral outbreak is needed. If the virus spreads through the UT Martin campus, it is expected that the campus will be closed to prevent additional cases. All essential IT functions will need to remain active and in full working order to allow classes to continue in an online venue.

III. Initiate Emergency Procedures

Initial Information Technology Services Notification Team

Name	Title	Contact Information
Helpdesk		731-881-7900
Angela Fortner	Helpdesk Manager	881-7883 Work Home Cell
Terry Lewis	Chief Information Officer	Cell
Will Turner	Security Administrator	Cell
Mark McAlpin	Manager Networking & Telecommunications	Cell Home
Amy Belew	Director Security Server Administration Video Network	Home Cell
Brenda Wright	Director Operations Banner myUTMartin	Cell Home
Craig Ingram	Director Web Services Instructional Technology	Cell Home
Susie Nanney	Director Digital Printing Services Computer Store	Cell Home
Tammy Overby	Business Manager	Cell
Alan Franklin	Manager Technical Services Field Support	Cell

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

Additional Contacts:

<u>Banner</u>	Larry Holder	Home Cell
	Brenda Wright	Home Cell
	Don Parr	Home
	Doug Bloodworth	Cell
<u>Portal</u>	Steven Robertson	Home Cell
<u>Network/Cable TV</u>	Coy Hazlewood	Cell
	Rick Gonzalez	Cell
<u>Field Services /Copiers</u>	Alan Franklin	Cell
	Jay Clark	Cell
<u>Telephone</u>	Roger Elmore	Home Cell
<u>System Administration</u>	Corey Jones	Cell
	Bruce Harrison	Home Cell
<u>Distance Learning</u>	Bob Moseley	Home Cell
	Nathan Tolene	Cell
<u>CBORD</u>	Steve Lemond	Home Cell
<u>Web Site</u>	Craig Ingram	Home
	Weston Gentry	Home Cell
<u>UTC-Alternate Website</u>	Tom Hoover	423-425-5300 Office

Secure all Information Technology Services locations

1. Computer Store
2. Digital Printing Services
3. Labs
4. Classrooms
5. Server room
6. Wiring Closets
7. Helpdesk call center
8. Helpdesk field support
9. Telecommunications room
10. Information Technology Services staff offices

Protect all backup media

Information Technology Services should have large plastic sheeting available in the server room area ready to cover sensitive electronic equipment in case the building is damaged. Protective covering should also be deployed to prevent water and wind damage. Operators should be trained how to properly cover the equipment and in the means of shutting down electrical power to the machine room.

In almost any disaster situation, hazards and dangers can abound. All personnel must exercise extreme caution to ensure that physical injury or death is avoided while working in and around the disaster site itself. No one is to perform any hazardous tasks without first taking appropriate safety measures.

Prepare Emergency Communications:

Switch to alternative emergency blogspot web site. Utilize the aircard if the network is unavailable and cell is available. As a last resort contact Knoxville or Chattanooga to help maintain the emergency web site.

Implement emergency alternative email addresses.

Consider the use of Facebook UTM Emergency Group for additional communications beyond those described early in this document.

Prepare the EOC Facilities:

Prepare the EOC (Crisp Hall Presentation Room) for communications. The cabinet in the Presentation Room contains the emergency communication supplies.

Bud Grimes and University Relations will be in the Public Safety Conference Room. Craig Ingram's area will support Bud.

Information Technology Services will be in the Crisp Hall Conference Room.

The Helpdesk will be in the R&D Room.

Determine Personnel Status

One of the important early duties is to determine the status of personnel working at the time of the disaster. Safety personnel on site after the disaster will effect any rescues or first aid necessary to people caught in the disaster. The list of the able-bodied people who will be available to aid in the recovery process should be identified by the Business Manager.

Taking care of our people is a very important task and should receive the highest priority immediately following the disaster. While we will have a huge technical task of restoring computer and network operations ahead of us, we can't lose sight of the human needs.

General Guidelines:

- Establish emergency communications based on what is not damaged
 - www.utm.edu and www.utmemergency.com
 - MyUTMartin and Blackboard
 - Mass email to Information list
 - Hosted email services for critical accounts, if necessary
 - Autodialer to all campus phones
 - RAVE Wireless opt-in text messaging
 - Cable TV accessible channels
 - Helpdesk to receive phone calls
 - Ham radios

- Survey situation
 - Conduct site survey
 - Determine extent of damage
 - Salvage usable equipment
- Reestablish services
 - Order necessary equipment
 - Establish LAN connectivity
 - Establish critical service

IV. Assessment Procedures

Damage Assessment Team

The Damage Assessment Team will be led by the Chief Information Officer, Security Administrator, and the IT Leadership Team. Other team members will include someone from each of the Director areas and the Physical Plant. This team will not be responsible for a detailed damage assessment for insurance purposes. The primary thrust for this team is to do two things:

1. Provide information to be able to make the choice of the recovery site.
2. Provide an assessment of the salvage ability of major hardware and network components.

Based on this assessment the recovery teams can begin the process of acquiring replacement equipment for the recovery.

V. Recovery Team

In a disaster it must be remembered that PEOPLE are your most valuable resource. The recovery personnel working to restore the communication and computer systems may be working at great personal sacrifice, especially in the early hours and days following the disaster. They may have injuries hampering their physical abilities. The loss or injury of a loved one or coworker may affect their emotional ability. They will have physical needs for food, shelter, and sleep. The University must take special pains to ensure that the recovery workers are provided with resources to meet their physical and emotional needs.

The Disaster Recovery Teams are:

1. Network and Telephone Recovery Team
2. Server Infrastructure Recovery Team
3. Applications Recovery Team
4. Equipment acquisition Team
5. Communications and Administrative Support Team

Plan of action:

1. Review damage assessment.
2. Check supplies, equipment, and tools available in the disaster recovery cabinet.
3. Determine which hardware, software, and supplies will be needed to start the restoration of a particular system.
4. Communicate list of components to be purchased and their specifications.
5. Review the recovery steps documented in this plan and make any changes necessary to fit the situations present at the moment.
6. When hardware begins to arrive, work with vendor representatives to install the equipment.
7. When all components are assembled, begin the steps to restore the operating system(s) and other data from the off-site backup tapes.
8. Attempt to recreate status of all systems up to the point of the disaster if possible.

VI. Recovery Procedures

Establish Location

The University of Tennessee at Martin, Office of Information Technology Services, currently operates a beginning stage disaster recovery site located in a Charter Communications facility in Cookeville, TN. This location currently houses a secondary EMC Storage Area Network (SAN). The identical EMC SAN located on the UT Martin campus, which holds all of the datastores for our VMWare virtual server environment as well as all high profile data including our Banner Information Systems database, replicates data to the secondary SAN in Cookeville. In the event of a disaster which rendered the computer center on the UTMartin campus unusable, the Cookeville site will still have a backup of the critical data. In a total loss scenario, as currently implemented, a full rebuild of the physical server and network infrastructure will be required either in a new location or possibly at the Cookeville site and then hook into the EMC SAN at that site.

The current implementation of a disaster recovery site is primarily an off site data backup. As funding becomes available, the preference would be to procure the server and network infrastructure required to implement a full hot disaster recovery site.

Acquire Equipment

- Servers for
 - Domain controllers
 - Directory services
 - Filemaker tracking systems
 - Web services
 - Email services
 - Banner student services
 - myUTMartin portal
 - Xtender imaging
 - Citrix virtualization
 - CBORD
 - Telephone system
- Keyboards, monitors
- Switches
- Telephone switch
- Air conditioning
- Electrical power
- Racks
- UPS and generator
- Network - Wiring/wireless
 - Voice
 - Video
 - Data
 - Switches
 - Routers
 - VPN's
 - Other network appliances
- Laptops for individual use
- Multifunction Devices

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

- Desks, chairs, tables
- Telephones
- Security

- Prepare the recovery location

- Locate usable backups for recovery

- Order, install, and configure a network
 - Establish voice communications
 - Establish LAN
 - Establish WAN connectivity

- Order, install, connect, and restore information to the servers from backups

- Follow individual recovery plans for each system

The inevitable changes that occur in the systems over time require that the plan be periodically updated to reflect the most current configuration. To avoid problems and delays in the recovery, every attempt should be made to replicate the current system configuration. However, there will likely be cases where components are not available or the delivery timeframe is unacceptably long. The Recovery Management Team will have the expertise and resources to work through these problems as they are recognized. Although some changes may be required to the procedures documented in the plan, using different models of equipment or equipment from a different vendor may be suitable to expediting the recovery process.

VII. Pandemic Viral Outbreak

In the event that the campus experiences an extensive viral outbreak, certain steps must be taken to help prevent the spread of disease among the UT Martin community.

Computer Labs

If a moderate flu outbreak is declared which necessitates the suspension of campus gatherings of 100 people or more, all computer labs will be shut down. Computer keyboards, mice and tables are surfaces which could easily be contaminated and transmit flu virus. The following protocols will be followed to help prevent the spread of the virus:

- All lab computers will be shut down and their input devices removed.
- Students will be notified of the computer lab closures through the MyUTMartin portal.
- Faculty will be notified of the computer lab closures through the Information email list.

Campus closure

If a severe flu outbreak is declared and the campus is closed, the following measures will be implemented to assist the campus administration in communicating with the UTM community and to support the continuation of classes in a distance learning environment.

- Necessary emergency alert measures will be activated to facilitate enhanced communications.
- The IT Leadership team will assess the current resources and needs to include the availability of IT staff to work on-site or remotely and determine alternate personnel to fill gaps in IT staffing during illness.
- Most IT staff are expected to telecommute during the campus closure. Only necessary, designated personnel are to be present on campus during the closure.
- All systems are expected to remain up and active during the campus closure. All system upgrades will be suspended.
- Network traffic will be closely monitored and traffic shaping will be adjusted to ensure that essential mission critical traffic types are given bandwidth priority.
- The helpdesk will remain open and be prepared to field questions surrounding distance learning, video conference, Blackboard, and other systems used to hold classes during campus closure. Full time help desk analysts will be fielding calls from home or from individual offices to reduce contact with others that could spread the flu virus.
- Access to administrative systems will be available to staff through VPN connectivity.
- ITC Personnel will remain available to assist Faculty in establishing remote courses using Blackboard, Adobe Connect and Adobe Presenter, and other technologies.
- The following online resources will be utilized and/or maintained to facilitate online courses during the campus closure:
 - Blackboard
 - Adobe Connect & Adobe Presenter
 - Streaming server
 - WUTM Radio and streaming
 - Echo 360 (11 rooms)
 - Videoconferencing H.323 (8 rooms)
 - Webcasting
 - Google Apps

UTM Safety & Health Procedures, Subject F: Emergency Response Plan

- iTunes U
- YouTube
- Email
- Teleconferencing

VIII. External Business Partners

NEC – Telephone System (contact through Roger Elmore)

Dell, HP, Apple – Servers and laptops (contact through Susie Nanney)

EMC/LPS Integration – storage (contact through Susie Nanney)

HP – network (contact through Susie Nanney)

Dell – Banner Student Services (contact through Susie Nanney)

Ellucian – Banner software, Xtender Software (contact through Larry Holder)

Microsoft – server software, email (contact through Susie Nanney)

CBORD, Basis, Stanley – lock systems and card access (contact through Steve Lemond)

Blackbox – network (contact through Mark McAlpin)

AT&T, Charter, Frontier, Greenlight, Weakley County Municipal Electric Service – network – (contract through Mark McAlpin)

Blackboard – course management system (contract through Bruce Harrison)

Citrix/LPS Integration (contact through Susie Nanney)

Planet Technology – Microsoft Exchange (contact through Susie Nanney)

Cisco/Pomeroy – firewalls, routers, switches (contact through Susie Nanney)

Barracuda/IT Select – email and web filtering (contact through Susie Nanney)

Procera Networks – packet filter (contact through Susie Nanney)

NitroSecurity – SIEM (contact through Susie Nanney)

IX. Disaster Recovery Plan Training and Testing

1. Review and change this plan on a yearly basis
2. Review and change detailed system, network, and application plans on a yearly basis

[\[Return to Table of Contents\]](#)