

Austin Peay State University

Emergency Preparedness

BASIC PLAN

I. Introduction

A. Purpose

This plan establishes the framework for the development of a comprehensive emergency management program within and for Austin Peay State University. The emergency management program's purpose is to mitigate the potential effects of the various hazards that might impact the University, to prepare for the implementation of measures which will preserve life and minimize damage, to respond effectively to the needs of the university community during emergencies, and to provide a recovery system to return the University and its community to a normal status as soon as possible after such emergencies. This plan defines the roles and responsibilities associated with the mitigation, preparedness, response, and recovery efforts directed at natural disasters, technological accidents, enemy attacks, and other major events that might impact Austin Peay State University.

B. Scope

This plan addresses all types of emergency functions at Austin Peay, except those for which the state or federal governments have primary responsibility. These functions include: the provision of police services; rescue; warning; communications; engineering; hazardous materials abatement; evacuation; emergency welfare services; emergency transportation services; and all other functions related to the protection of the civil population as defined by TCA 58-2-102. Additionally, responsibilities associated with the preparedness for, response to, and recovery from disasters, enemy attack, sabotage, hostile actions, rioting, mob violence, power failures, energy emergencies and/or their threatened occurrences are addressed as prescribed by TCA 58-2-101.

This plan addresses potential situations that might be brought about as the result of all natural disasters, enemy attack (including the nuclear threat), and all technological incidents.

Specifically, this plan addresses:

1. The interrelationship between the organizations with roles in the emergency management program of Austin Peay State University. These organizations include various departments and divisions of local governments, the state and federal governments, and the private sector.
2. Procedures for establishing a continuous program for reviewing and updating this plan and supporting plans, and the evaluation of their adequacy for their intended purpose(s).

II. Situation and Assumptions

A. Situation

Austin Peay State University is situated in the northwestern portion of middle Tennessee. The 2010 census indicated the County's population was 172,331. From 2000 to 2010, the Montgomery County population growth percentage was 27.9% (or from 134,768 to 172,331).

The Hazard Identification section in the Introduction describes the various hazards to which the state may be subjected. It must also be realized that any event that occurs within Montgomery County might potentially affect Austin Peay State University, and vice versa.

B. Threat

The potential for disasters, natural and / or technological at Austin Peay State University has increased markedly over the past few years. Although the forces of nature as a source for natural disasters remains much the same, others, such as the irresponsible and careless actions of people are a

source for man-made disasters. International terrorism, lawlessness, and economic struggles are sources of conventional warfare or, possibly war.

There is no question that disasters will continue to occur. The only reasonable alternative is to be prepared. Our technology and present day knowledge cannot eliminate these threats. However, Austin Peay State University Emergency Management Plan is a significant step towards mitigating the threats to the University Community.

C. Planning Assumptions

1. Emergencies and disasters will continue to occur in and around Austin Peay State University and citizens of this University will be affected to one degree or another. This includes those identified in the Hazard Analysis as well as those which may obviate themselves in the future.
2. The full authority and resources of Austin Peay State University will be used to cope with any situations which occur at this University.
3. Local, state and/or federal assistance will be available, when requested, for those situations which exceed their capabilities.
4. The Austin Peay State University Emergency Management Plan will be used as the basis for emergency management programs at the institution.

III. Concept of Operations

A. General

1. It is the responsibility of the administration to undertake emergency management to protect life and property from the effects of disasters. Under the current system, the administration has the primary responsibility for preparing for emergencies at the institution level. Should the situation escalate to the point where the institution is no longer able to adequately handle the problems posed by such events, the local government may be asked to assist. It is the responsibility of local and state government to be prepared to deal with those situations which exceed the capabilities of its political subdivisions. Similarly, the state may request assistance from the federal government to meet the requirements imposed by emergencies beyond the state's capabilities. The federal government, therefore, is responsible for developing the capability to assist the state of Tennessee (and others) with problems which it is unable to handle effectively.
2. This plan is based on the concept that the emergency functions of the various groups involved in the emergency management process will generally parallel their daily functions. To the extent possible, the same personnel and materiel resources will be employed in both cases.
3. Those daily functions which do not contribute directly to the emergency operations may be suspended for the duration of the emergency. The efforts normally required for those functions will be redirected to accomplishing emergency tasks by the agency concerned.
4. An integrated emergency management plan is concerned with all hazardous situations which may develop within a state or community. This emergency management plan is more than an operations plan in that it addresses activities that occur before, during, and after a disaster.
5. This document does not contain a complete listing of all department or agency resources. However, it is expected that each department or agency will maintain an updated resource listing and provide this information to the Public Safety Department and other agencies as the need arises. A listing of local resources is maintained by Public Safety at the Austin Peay State University EOC.

B. Phases of Management

Phase 1 Prevention

Actions to avoid an incident or intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operation; heightened inspections; improved surveillance; and security operation; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and as appropriate, specific law enforcement operations aimed at deterring, preempting, indicting, or disrupting illegal activity and apprehending potential perpetrators and bring them to justice

Phase 2 Protection

The capabilities necessary to secure the homeland against acts of terrorism and manmade or natural disasters.

Phase 3 Mitigation

Mitigation activities are those which eliminate or reduce the probability of a disaster occurring, or lessen the destructive or damaging effects of those that do. Examples of mitigation activities include the adoption of building codes, vulnerability analyses, and tax Incentives /disincentives, zoning and land use management, safety codes, and public education.

Phase 4 Response

Response is the process of providing emergency services during a crisis. These activities help reduce casualties and damage and speed recovery. Response activities include activation of warning systems, implementing plans, firefighting activities, rescue operations, etc.

Phase 5 Recovery

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital and essential services to a community and provide for the individual needs of the public. Long-term recovery, on the other hand, focuses on restoring the community as a whole to a normal or near-normal state. The recovery period is a perfect opportunity to institute mitigation measures in an attempt to alleviate the effects of disasters that may occur in the future. Examples of recovery activities include the provision of shelter and food, restoration of utilities, restoration of government services, counseling programs and damage/disaster insurance, loans and grants.

C. Execution

1. The central point of coordination for all institution emergency operations will be the Austin Peay State University Emergency Operations Center (EOC). This is to ensure harmonious response when an emergency arises that involves more than one agency or political entity.
2. In an emergency there will be two levels of control. The first level of control will be at the scene of the incident. The second level will be at the EOC, where overall coordination will be exercised.
3. In an emergency, the governing body having jurisdiction will respond to the scene. The on-scene management will fall under the jurisdiction of the local department best qualified to direct the rescue, recovery, and control operations (i.e., the fire department or police department). The department's senior representative at the scene will become the on-scene commander and will be responsible for the overall recovery operation. The specific department that will assume on-scene command in various emergencies is specified in annexes to this and other emergency plans where specific emergency situations are addressed. In the event assistance from local government or the state is requested, the local government or state will provide an on-scene coordinator whose job it is to coordinate the activities of local responders with responders from those agencies. State and local personnel will not assume control of a scene unless the event falls within the jurisdiction of a particular agency or agencies as specified by current state or federal law, administrative practice, or policy.

4. In responding to the various emergencies which occur throughout the University, it is essential that the organization be structured to provide maximum flexibility to satisfy functional requirements. The Austin Peay State University Emergency Management Plan (EMP) shows the agencies, departments, and organizations which provide resources needed to effectively respond any given disaster or emergency. These plans reflect all agencies which may be tasked to respond to such events; however, in the majority of cases, only a limited number of these organizations may be called upon to assist.
5. It is imperative that all personnel involved in emergency response actions know when and under what circumstances the Austin Peay state University EMP or the various emergency support functions within the plan is (are) implemented. Further guidance concerning the implementation of the plan or portions thereof can be found under the Direction and Control section of the Basic Plan.

IV. Organization and Responsibilities

A. General

Most departments within the institution have emergency functions. Each department is responsible for developing and maintaining their own internal emergency management procedures. Specific responsibilities are outlined below as well as in the individual ESF annexes that follow. Responsibilities for certain organizations not a part of this institution are also included.

B. Organization

1. Geographically

- a. The Austin Peay State University's Public Safety Department is charged with the overall responsibility of coordinating the University's preparedness for and response to disasters. Geographically, its authority extends to the entire University. Except for those functions for which the local, state or federal governments are responsible, Austin Peay State University has responsibility for the coordination of all other emergency functions as defined by state law.
- b. For purposes of direction, administration, and response coordination; the University is considered in one of 6 regions corresponding to the counties fire districts and the City of Clarksville.
- c. The Austin Peay State University Public Safety Director responds to all major incidents that occur within the University's jurisdiction to provide coordination and other necessary assistance. The Director has the authority to request assistance from any agency within the University to address the needs of the situation. This arrangement allows the University to address 90 of all emergency situations that affect the University.
- d. When the director determines that he needs assistance from the local government or state, he contacts the county EOC.
- e. The Austin Peay State University Public Safety Division is assisted in the performance of its emergency mission by Emergency Services Coordinators (ESCs). The ESCs are a representative of the various departments and divisions. Each ESC (and alternate) is required to be on call 24 hours a day, seven days a week to assist in resolving emergencies within the scope of their office. The ESC is empowered to act for and on behalf of their department, including the commitment of personnel and or resources to any situations requiring the attention of that department. The ESCs are responsible for developing and implementing procedures associated with the various ESFs attached herewith.

C. Responsibilities

1. Common Responsibilities

All University departments have common responsibilities, to include the following:

- a. Disaster preparedness training;
 - b. Preparation of internal emergency plans, standard operating procedures, and implementing instructions, including provisions for:
 - (1) Protection of personnel
 - (2) Alerting and warning of personnel
 - (3) Transmission of emergency information to the EOC
 - (4) Establishment of lines of succession for key personnel
 - (5) Maintaining a list of available resources within the department as well as those of the private sector with which they customarily conduct business
 - (6) Activation of emergency control structures within the specific departments themselves to assist with the delivery of the departments' emergency responsibilities to the University
- c. If not assigned a specific task in this or another emergency plan, support within their respective capabilities for emergency operations.

2. Specific departmental responsibilities

a. President

- (1) Activate the Emergency Response Plan and designate an on-scene commander
- (2) Be responsible for the overall operation and management of the Emergency Response Plan
- (3) Move to the EOC and manage the Emergency Team and necessary support personnel
- (4) Notify the Tennessee Board of Regents System Office and other state, local, and federal offices as necessary
- (5) Contact for National Guard support will be obtained via a request to the Governor through the Chancellor
- (6) Maintain contacts with TBR Central Office, city, county, state and federal officials
- (7) De-activate the plan when appropriate

b. Academic Affairs

- (1) Acquisition of needed scientific expertise from institutional faculty
- (2) Decide if classes will be suspended or canceled
- (3) Coordinate the relocation of classes
- (4) Ensure the integrity of academic records to the greatest extent possible
- (5) Facilitate support of employees, and families of employees, who are casualties as a result of the emergency
- (6) Other duties as assigned by the President / Director

c. Finance and Administration

- (1) Provide assistance in activation of the Emergency Response Plan and ensure that key personnel are notified
- (2) Ensure that the appropriate building managers have been contacted and advised of current events
- (3) Acquisition of resources from outside the Institution
- (4) Work with the Chief Student Affairs Officer to provide alternative housing for students and food services
- (5) Facilitate and track emergency related external expenditures
- (6) Assist appropriate personnel in making risk assessments
- (7) Coordinate the preparation of the University's damage assessment report

d. Student Affairs

- (1) Coordinate all activities related to housing, shelters, evacuation locations, and other matters regarding institutional community members' safety and well-being.
- (2) Coordinate activities related to providing food services to the Institutional community
- (3) Coordinate the use of existing Campus Health Clinic 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 students
- (6) Other duties as assigned by the President / Director
- (7) Manage the establishment of an information system in a central location in conjunction with Information Technology and Public Relations to deal with inquiries regarding the well-being of the members of the institutional community.

e. Public Relations

- (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 President / Director or TBR Central Office
- (5) Keep the EMT advised of press inquiries
- (6) Maintain liaison with news media sources
- (7) Verify and/or issue media credentials
- (8) Coordinate donations in conjunction with the Chief Advancement Officer
- (9) Other duties as assigned by the President / Director

f. Law Enforcement

- (1) Identify personnel for support positions in EOC
- (2) Maintain a log of actions taken by EOC
- (3) Maintain a log of communications to / from the EOC
- (4) Maintain a log of external resources used (e.g., local law enforcement, TEMA, Red Cross etc.)
- (5) Be the primary liaison with the local law enforcement department / local emergency management office
- (6) Make recommendations concerning areas requiring evacuations and initiate evacuations, as necessary
- (7) Provide technical assistance pertaining to chemical, biological, and physical hazards
- (8) Make notifications for activation and implementation of ERP
- (9) Take immediate action to care for injured persons
- (10) Take immediate action to reduce the threat of potential casualties and property damage
- (11) Provide security of emergency area, evacuation routes, and ingress routes
- (12) Survey emergency area for damages and injuries in order to request additional internal and external support required
- (13) Establish a command post in the vicinity of the emergency
- (14) Control criminal activity
- (15) Serve as the initial commander of the command post
- (16) Maintain communications with the EOC

g. Health Clinic

- (1) Take immediate action to care for injured persons in conjunction with law enforcement
- (2) Coordinate medical response of Student Health Clinic, Nursing faculty, if necessary
- (3) Establish triage area for minor injuries
- (4) Coordinate with off-campus medical personnel to staff major triage areas
- (5) Transport medical supplies (e.g., basic first aid material, nebulizer, crutches, splints, medications, stethoscopes, blood pressure cuffs, and suture supplies) to the triage areas, if injured persons are not taken to the health clinic

h. 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
- (12) Compilation of damage survey reports to determine eligibility for state and/or federal disaster assistance and to support project applications for public assistance under PL 93-288, as amended
- (13) Manage logistics operations during emergency operations.
- (14) Provide vehicles for use in evacuations.
- (15) Provide facilities for use as shelters.
 - (16) Conduct damage assessment of facilities following a disaster.
- (17) Conduct building inspections following disasters
- (18) Conduct damage assessment of utility systems following a disaster.
- (19) Restore electrical power to critical facilities following a disaster.
- (20) Conduct damage assessment of utility systems following a disaster.

i. Housing/Resident Life and Dining Services

- (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

j. Legal Affairs Office

- (1) Assist with investigation of consumer fraud following a disaster/emergency.
- (2) Inform individuals, administration officials, and businesses of authorized disaster assistance and procedures for obtaining such assistance
- (3) Provide legal/technical advice during emergency operations.
- (4) Arrange for removal of deceased victims following a disaster
- (5) Perform public health functions following a disaster.
- (6) Provide assistance to local responders with respect to health hazards associated with emergencies/disasters.

f. University Advancement

- (1) Manage the use of volunteers during emergencies/disasters.
- (2) Manage cash donations received during disasters. **i. Information Technology**

- (1) Coordinate the development of emergency communications systems.

j. OSHA Safety Inspector

- (1) Provide OSHA, hazmat, and other operations within scope of capabilities.
- (2) Perform hazardous materials response, containment, and mitigation activities.

k. Emergency Planning Committee (EPC)

- (1) Maintain records as required by the appropriate state and federal laws (i.e., SARA) Appointed by the President of the institution.

l. President's Cabinet

- (1) Provide assistance with development issues following disasters including the resumption of academic activities.

m. State Agencies

- (1) **Tennessee Department of Human Services (615) 313-4700**
 - (a) Assist with operation of temporary emergency shelters.
 - (b) Perform damage assessment activities for individual families.

- (2) **Tennessee Department of Transportation (615) 741-2848**
 - (a) Maintain state highways and bridges following a disaster.
 - (b) Assist local public works crews with damage assessment, traffic control, and other activities as required.

- (3) **Tennessee Department of Children Services (615) 741-9701**
 - (a) Coordinate planning for escapee recapture with local law enforcement agencies.

- (4) **Tennessee Division of Forestry (Department of Agriculture) (615) 797-3117**
 - (a) Perform wild land brush fire control activities as per agreement with local fire departments.

- (5) **Tennessee Highway Patrol (Department of Safety) (615) 741-3181**
 - (a) Perform law enforcement functions on state highways/property.
 - (b) Provide assistance to local law enforcement agencies when required.

n. Federal Agencies

- (1) **National Oceanic and Atmospheric Administration (NOAA)**
 - (a) Provide weather warning support to the University.
 - (b) Make NOAA Weather Radio System available to EMA for use in warning residents of impending dangers.

o. Private and Quasi-Governmental Agencies

- (1) **American Red Cross (931) 645-6401**
 - (a) Manage and operate temporary emergency shelters during disasters.
 - (b) Perform damage assessment activities following a disaster (as they relate to ARC activities).
 - (c) Provide assistance to disaster victims as required by situation.

- (2) **Clarksville-Montgomery County Chamber of Commerce and Economic Development Council (931) 647 2331**
 - (a) Provide assistance to EMA in arranging for local business/commercial establishments to participate in disaster planning/response activities.

- (3) **Radio Amateur Civil Emergency Service (RACES)**
 - (b) Provide communications support to local emergency operations.

3. Assignment of Responsibilities by Emergency Support Functions (ESF)

a. ESF 0 – APSU Emergency Procedures

(1) *Emergency Procedures*

(a) Lead Department – Public Safety

(b) Support Department/Agencies –

Austin Peay Campus Police Department
Clarksville police Department
Montgomery County Sheriff's office
Montgomery County Fire Service
Montgomery County Emergency Medical Services
Montgomery County Bomb Squad
Ft Campbell KY EOD Bomb Squad

b. ESF 1 - Transportation

(1) *Transportation Networking*

(a) Lead Department - Physical Plant Department

(b) Support Department/Agencies –

Austin Peay Campus Police Department
Clarksville Transit System (CTS)
Montgomery County Tourist Commission
Montgomery County Fire Service
Montgomery County Emergency Medical Services
Montgomery County Parks & Recreation
Clarksville Parks & Recreation
John F. Outlaw Field Airport
R. J. Corman Railroad
Amoco Pipeline
Mid-Valley Pipeline

(2) *Vehicle Allocation (Handled under ESF 7, Resource Management).*

c. ESF 2 - Communication

(1) *Communications Systems*

(a) Lead Department - Information Technology Department

(b) Support Department/Agencies –

Public Safety Department
Montgomery County Fire Service
Clarksville Fire Department
Montgomery County Sheriff's Office
Clarksville Police Department
Montgomery County Emergency Medical Services
Montgomery County Highway Department
Clarksville Street Department
Clarksville- Montgomery County Board of Education
Clarksville Transit System
Emergency Communications District Board (E911)
Clarksville Gas & Water
Radio Amateur Civil Emergency Service (RACES)
Bi-County Solid Waste Management System

(2) Warning

(a) Lead Department - Public Safety Department

(b) Support Department/Agencies –

Montgomery County Sheriff's Office
Clarksville Police Department
Montgomery County Fire Service
Clarksville Fire Department
Montgomery County Health Department
Tennessee Emergency Management Agency
Tennessee Highway Patrol
National Weather Service
Radio Amateur Civil Emergency Service (RACES)
Local Media

d. **ESF 3 – Infrastructure**

(1) *Building Inspection and Condemnation*

(a) Lead Department – Physical Plant

(b) Support Department/Agencies –

Clarksville Building & Codes
Montgomery County Building & Codes
Montgomery County Assessor of Property
Clarksville Street Department
Montgomery County Highway Department
Montgomery County Purchasing Agent
City of Clarksville Purchasing Agent
Clarksville- Montgomery County Board of Education

(2) *Route Clearance*

(a) Lead Department - Physical Plant

(b) Support Department/Agencies –

Clarksville Police Department
Montgomery County Sheriff's Office
Clarksville Fire Department
Montgomery County Fire Service
Montgomery County Emergency Medical Services
Clarksville Parks & Recreation
Montgomery County Parks & Recreation
Tennessee Department of Transportation
John F. Outlaw Field Airport

(3) *Debris Removal*

(a) Lead Department - Physical Plant

(b) Support Department/Agencies –

Montgomery County Parks & Recreation
Clarksville Parks & Recreation
Bi-County Solid Waste Management System

(4) *Water and Wastewater Systems*

(a) Lead Department/Agency - Physical Plant

(b) Support Department /Agencies -

Clarksville Gas & Water
East Montgomery Utility District
Clarksville Department of Electricity
Cumberland Electric Membership Corporation
Montgomery County Water Providers
Montgomery County Health Department

e. **ESF 4 - Firefighting**

(a) Lead Department - Physical Plant

(b) Support Department/Agencies –

Montgomery County Fire Service
Clarksville Fire Department
Montgomery County Emergency Management Agency
Tennessee Division of Forestry

f. **ESF 5 - Information & Planning**

(1) *Disaster Intelligence*

(a) Lead Department - Public Safety

(b) Support Department/Agencies - All Local Agencies with Emergency Responsibilities

(2) *Public Information*

(a) Lead Department - Public Relations

(b) Support Department/Agencies –

Montgomery County Emergency
Management Agency
National Weather Service
Local Media

(3) *Damage Assessment*

(a) Lead Department - Physical Plant

(b) Support Department/Agencies –

Tennessee Department of Human Services
Montgomery County Building & Codes
Clarksville Building & Codes
Montgomery County Tax Assessor
Clarksville Street Department
Montgomery County Highway Department
Clks./Mont. Co. Regional Planning Commission
Clarksville Department of Electricity
Cumberland Electric Membership Corporation
Clarksville- Montgomery County Board of Education
City of Clarksville Purchasing Agent
Montgomery County Purchasing Agent
Clarksville Gas & Water
East Montgomery Utility District
Montgomery County Water Providers

g. **ESF 6 - Human Services**

(1) *Shelter and Mass Care Operations*

(a) Lead Department - Residence Life / University Facilities

(b) Support Department/Agencies –

American Red Cross
Tennessee Department of Human Services
Montgomery County Emergency Management Agency

Montgomery County Health Department
Inter Faith
Salvation Army
Radio Amateur Civil Emergency Service (RACES)
Urban Ministries

(2) *Disaster Victim Services*

(a) Lead Department - Counseling Center

(b) Support Department/Agencies –
American Red Cross
Montgomery County Emergency Management Agency
U. S. Postal Service
Radio Amateur Civil Emergency Service (RACES)
Center Stone

h. ESF 7 - Resource Support

(1) Logistics

(a) Lead Department - Purchasing Department

(b) Support Department/Agencies –
City of Clarksville Purchasing Agent
Montgomery County Emergency Management
Montgomery County Accounts & Budgets
City of Clarksville Finance Office
Montgomery County Highway Department
Clarksville Street Department
Montgomery County Human Resources
City of Clarksville Human Resources

(2) Resource Management

(a) Lead Department - Purchasing Department

(b) Support Department/Agencies –
Montgomery County Emergency
Management Agency
Montgomery County Human Resources
City of Clarksville Human Resources
Montgomery County Accounts & Budgets
City of Clarksville Finance Office
Tourist Development Office

(3) *Staging Areas*

(a) Lead Department - Public Safety Department

(b) Support Department/Agencies –
Montgomery County Fire Service
Clarksville Fire Department
Montgomery County Emergency Medical Services
Montgomery County Sheriff's Office
Clarksville Police Department
Montgomery County Highway Department
Clarksville Street Department

i. **ESF 8 - Health & Medical Services**

(1) *Emergency Medical Services*

(a) Lead Department - Health Services

(b) Support Department/Agencies –

Montgomery County Emergency
Management Agency
Montgomery County Fire Service
Clarksville Fire Department
Montgomery County Sheriff's Office
Clarksville Police Department
Austin Peay State University Police
Gateway Medical Center
Montgomery County Coroner
American Red Cross

(2) *Public Health*

(a) Lead Department - Health Services

(b) Support Department/Agencies-

Gateway Medical Center
Bi-University Solid Waste Management
Clarksville Gas & Water
East Montgomery Utility District
Health Services Emergency Management Agency
American Red Cross

(3) *Crisis Intervention Support*

(a) Lead Department - Counseling Center

(b) Support Department/Agencies - All Tasked Local Agencies / Center Stone

j. **ESF 9 - Search & Rescue**

(a) Lead Department - Public Safety Department

(b) Support Department/Agencies –

Health Services Fire Service
Clarksville Fire Department
Health Services Emergency Medical Services
Health Services Sheriff's Office
Clarksville Police Department
Clarksville Street Department
Health Services Highway Department
Clarksville Parks & Recreation
Health Services Parks & Recreation

k. **ESF 10 - Environmental Response**

(1) *Hazardous Materials*

(a) Lead Department - OSHA Safety Inspector

(b) Support Department/Agencies –

Hazardous Materials Team
Health Services Fire Service
Clarksville Fire Department
Health Services Highway Department
Clarksville Street Department
Health Services Sheriff's Office

Clarksville Police Department
Austin Peay State University Campus Police
Health Services Emergency Medical Services

(2) *Radiological Materials*

(a) Lead Department - (Combined with Sub-function 1 in this plan)

I. **ESF 11 - Food**

(a) Lead Department - Dining Services

(b) Support Department/Agencies –

Community Action Agency
Austin Peay State University Purchasing Agent
Montgomery County Purchasing Agent
City of Clarksville Purchasing Agent
Austin Peay State University Accounts & Budgets
Montgomery County Accounts & Budgets
City of Clarksville Finance Office
Chamber of Commerce
American Red Cross
Inter Faith
Salvation Army
Urban Ministries

m. **ESF 12 - Energy**

(a) Lead Department - Physical Plant Department

(b) Support Department/Agencies-

Clarksville Department of Electricity
Clarksville Gas & Water
Cumberland Electric Membership Corporation

n **ESF 13 – Law Enforcement**

(1) Traffic Control

(a) Lead Department - APSU Police/ Montgomery County Sheriff's Office /
Clarksville Police Department

(b) Support Department/Agencies –

Clarksville Street Department
Montgomery County Highway Department
Tennessee Highway Patrol

(2) Security/Crime Control

(c) Lead Department - Austin Peay State University Police/Montgomery County
Sheriff's Office/Clarksville Police

(d) Support Department/Agencies –

Attorney General's Office
Tennessee Highway Patrol
Tennessee State Fire Marshal's Office
Tennessee State Park Ranger
Tennessee Wildlife Resource Agency

- (3) Prisons/Institutions
 - (a) Lead Department - Montgomery County Sheriff's Office
 - (b) Support Department/Agencies –
 - Clarksville Police Department
 - Austin Peay State University Police
 - Tennessee Highway Patrol
 - Tennessee Bureau of Investigation
- (4) *Evacuation/Movement*
 - (a) Lead Department - Montgomery County Emergency Management Agency

- (b) Support Department/Agencies –
 - University President
 - Montgomery County Executive/City Mayor's Office
 - Montgomery County Emergency Medical Services
 - Montgomery County Sheriff's Office
 - Clarksville Police Department
 - Austin Peay State University Campus Police
 - Montgomery County Fire Service
 - Clarksville Fire Department
 - Montgomery County Accounts & Budgets
 - City of Clarksville Finance Office
 - Montgomery County Building & Codes
 - Clarksville Building & Codes
 - American Red Cross
 - Tennessee Department of Agriculture
 - Division of Forestry
 - U. S. Corps of Engineers

o. ESF 13.5 - Terrorism Incident Annex

- (1) Crisis Management
 - (a) Lead Department -
 - Austin Peay Police Department
 - Montgomery County Sheriff's Office
 - Clarksville Police Department
 - Montgomery County Emergency Management Agency
 - (b) Support Department/Agencies -
 - Montgomery County Health Department
 - Clarksville Fire Department
 - Montgomery County Fire Service
 - Montgomery County Emergency Medical Services
 - Gateway Medical Center
 - Montgomery County Highway Department
 - Clarksville Street Department
 - Clarksville Gas & Water

p. ESF 14 - Donations/Volunteer Services

- (1) *Donations*
 - (a) Lead Department - University Advancement
 - (b) Support Department/Agencies –
 - Montgomery County Purchasing Agent
 - City of Clarksville Purchasing Agent
 - Montgomery County Human Resources

City of Clarksville Human Resources
Montgomery County Highway Department
Clarksville Street Department
Montgomery County Sheriff's Office
Clarksville Police Department
Austin Peay State University Police
Montgomery County Accounts & Budgets
City of Clarksville Finance Office
Inter Faith
American Red Cross
Salvation Army
Urban Ministries
Tourist Development Office
Tennessee Volunteer Organization Active in Disasters (VOAD)

(2) *Volunteers*

(a) Lead Department - University Advancement

(b) Support Department/Agencies –
Tourist Development Office
Montgomery County Human Resources
City of Clarksville Human Resources
Montgomery County Emergency Management Agency

q. **ESF 15 - Recovery**

(1) *Assistance Programs*

(a) Lead Department - Human Resources

(b) Support Department/Agencies –

Montgomery County Emergency Management Agency
County Executive / City Mayor
Montgomery County Highway Department
Clarksville Street Department
Montgomery County Accounts & Budgets
City of Clarksville Finance Office
Montgomery County Purchasing Agent
City of Clarksville Purchasing Agent
Clarksville Transit System
Clarksville Gas & Water
Clarksville Department of Electricity
Cumberland Electric Membership Corporation
Clarksville- Montgomery County Board of Education
Inter Faith
Urban Ministries
Salvation Army
American Red Cross

(2) *Recovery and Reconstruction*

(a) Lead Department - Human Resources

(b) Support Department/Agencies –

County Executive/City/County Mayor's Office
Montgomery County Emergency Management Agency
Montgomery County Accounts & Budgets
City of Clarksville Finance Office
Clks. Montgomery Co. Regional Planning Commission

Tourist Development Office
Economic Development Council
Chamber of Commerce

r. **ESF 16 – Animals Housing & Care Services**

(a) Lead Department: Agricultural Department
Montgomery County Animal Control
Montgomery County Agricultural Extension

(b) Support Department/Agencies:
Clarksville/ Montgomery County Humane Society
Montgomery County Emergency Management Agency
Department of Health – Food and General Sanitation

V. Direction and Control

A. *President*

1. Direction and control of the emergencies that affect Austin Peay State University will be exercised by the President through the Public Safety Director. The personnel, facilities, and equipment for decision-making and the initiation of appropriate response activities are located in the EOC.

B. *Public Safety Director*

1. The Public Safety Director has the responsibility for coordinating the entire emergency management program on University property. The Director makes all routine decisions and advises the officials on courses of action available for major decisions. The Director also acts as a liaison with other local, state, and federal emergency management agencies.

C. *Emergency Services Coordinators (ESCs)*

1. During emergency situations, certain departments will be required to relocate their center of control to the EOC. During large-scale emergencies, the EOC will become the command post for the duration of the crisis.
2. All ESCs will coordinate their activities in the EOC under the supervision of the EOC Director.
3. Departments with emergency responsibilities may activate their own office and staffing systems to carry out objectives necessary to fulfill their obligations. ESCs provide the liaison between the EOC and the field units of their respective offices. A diagram of emergency response and reporting channels is attached as an appendix to the ESF Concept of Operations statement.
4. Specific persons and departments are responsible for fulfilling their obligations as presented in the Basic Plan and its functional annexes. Each department will be responsible for having its own standard operating procedures or plans to be followed during emergency response operations.

D. *EOC Location(s)*

1. The EOC is located in the Shasteen building conference room, 681 Summer St. Street, Clarksville, Tennessee. At the discretion of the Public Safety Director, and with the concurrence of the University President, direction and control may be exercised at an alternate EOC site located in the president's conference room, 601 College St, Clarksville, Tennessee 37040.
2. The County EOC is located in the Emergency Services Center, 1608 Haynes Street, Clarksville, Tennessee. At the discretion of the EMA Director, and with the concurrence of the County Executive, direction and control may be exercised at an alternate EOC site.

E. Line of Succession

1. In the absence of the President, direction and control authority is vested in the Provost. One of the foregoing individuals should be available at all times. However, should they both be out of service at the same time a memorandum will be issued designating the individual with acting authority.

F. Heads of Departments

1. This plan requires that the heads of all departments and divisions with emergency preparedness responsibilities designate primary and alternate Emergency Services Coordinators (ESCs). ESCs have the authority and responsibility to respond to incidents occurring within the institution that require the assistance and/or resources of their respective departments. ESCs are responsible for insuring their departments' emergency functions are carried out in accordance with this plan and other guidance.
2. Heads of departments will remain responsible for the personnel and resources under their respective jurisdictions.
3. Lines of succession to the department heads are as specified in their respective SOP'S.

G. Local, State and Federal Responders

1. Upon the arrival of local, state and/or federal officials whose assistance has been requested they will report to the EOC for a situation briefing and strategy session with the Executive Group, followed by deployment as may be agreed upon.

H. Alert/Increased Readiness Periods

1. The threat of a disaster or attack may develop at any time. In cases where the onset of such events is preceded by a warning (i.e., severe weather), it is the responsibility of departments to implement precautionary measures to mitigate the anticipated effects of the disaster. In many cases, however, such events are not preceded by any type of warning (i.e., earthquake). The ability to react immediately must therefore be present at all levels of the institution. There are five distinct levels of activation for emergencies:

a. Level 1

- (1) This is normal, day-to-day EOC operational status.

b. Level 2

- (1) This level is assumed when there is a likelihood of an emergency developing (i.e., the issuance of severe weather watches, etc.). EOC personnel and other departments may be notified of developing situations, etc. Emergency public information may be distributed as warranted by the situation.

c. Level 3

- (1) This level is assumed as the situation deteriorates further (i.e., with the issuance of tornado warnings, notification of impending emergency). During this phase EOC staff notifications are made, appropriate state and local government/agency notifications are made, EPI is broadcast as appropriate, and the President may elect to implement the local EMP if required.

d. Level 4

- (1) This level is reached when the emergency has been initiated (i.e., the actual occurrence). EOC staff reports to the EOC to commence emergency operations, appropriate ESCs are tasked to respond to the EOC, and field personnel are deployed to assist local agencies (i.e., full emergency operations in effect). Limited local, state assistance may be required at this point.

e. Level 5

- (1) This level is assumed for catastrophic disasters (i.e., earthquake) and includes a total local and state emergency organization response. Large-scale federal assistance may be required.
- (2) Specific actions for individual organizations and/or departments for each of these periods is provided in their respective SOPs and implementing procedures.

I. Legislative Liaison Officer (LLO)

1. During significant emergencies/disasters, the President may appoint one or more individuals to act as Legislative Liaison Officers. The primary function of the LLO(s) is to keep the jurisdiction's state and local legislative officials advised as to the status of the event.

VI. Continuity of Governance

- A.** Emergencies/Disasters are rarely of sufficient magnitude to necessitate significant adjustments in the administrative structure. In most cases, continuity of operations can be provided simply by relocating to a structurally sound facility. The relocation of administration and movement of key officials to other locations will be dictated by the size and type of threat or disaster being confronted.
- B.** Operating Locations - The University President and cabinet may relocate to the EOC during major emergencies. Administrative offices will continue to occupy current facilities unless an event renders them unusable. Each department is responsible for maintaining plans for relocation of critical operations in such cases. Relocation of the EOC staff is described in Appendix 2, Emergency Operations Centers.
- C.** Preservation of Records - To provide normal administrative operations following a disaster, vital records must be protected. Each department is responsible for developing procedures to insure the preservation of essential records. Examples of essential records include:
 1. Records required to protect the rights and interests of individuals. These include vital statistics, personnel records, historical documents, etc.
 2. Records required to conduct emergency operations. Examples include utility system maps, locations of emergency supplies and equipment, emergency operating plans and procedures, lines of succession, personnel lists, etc.
 3. Records required to reestablish normal administrative functions and protect the rights and interests of the institution such as contracts, official proceedings, and financial records.

VII. Administration and Logistics

A. Emergency Authority

Authorities for this plan are contained in Part I, Introduction, to this plan.

B. Agreements and Understandings

Should institution resources prove to be inadequate during an emergency, administration will request assistance from local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings and state law. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing when possible.

Similarly, when the resources of the State of Tennessee are inadequate, assistance from the federal government will be requested. Additionally, Tennessee is a Signatory to the Southern Regional Emergency Management Compact.

C. Administration

1. Administration of emergencies will use existing forms, reports, and analytical processes used in the EOC. All records subject to controversy over actions taken will be retained until the statute of limitations expires.
2. Local agencies occupying the EOC will be responsible for the maintenance of their own records. Supply of vouchers, receipts, and other administrative forms peculiar to their operations are the responsibility of that particular agency as well. Standard forms used in the EOC (i.e., message and activity logs and forms) will be provided by Austin Peay State University.
3. Reimbursement for expenditures will follow established administrative procedures

D. Plan Development and Maintenance

1. Austin Peay State University will:

- a. Develop and maintain the Austin Peay State University Emergency Management Plan.
- b. Ensure the EMP is current by having amendments and errata prepared, coordinated, and issued as necessary.
- c. The Parking Committee will annually review the EMP to assure that it reflects current policy and state of the art with respect to emergency management planning principles.
- d. Maintain stocks of the EMP and amendments along with distribution lists to assure all plan recipients are properly serviced.
- e. Review, approve, or disapprove requests for material to be included in the EMP.
- f. Assure annexes, appendices, tables, and figures prepare for inclusion in the EMP adhere to established guidelines.
- g. Prescribe format, review procedures, and submission dates for all emergency management and supporting plans.
- h. Task departments to prepare supporting annexes and documentation for the EMP in accordance with their responsibilities or technical expertise.

2. Departments

- a. Austin Peay State University, in its emergency management effort, operates under a concept of total commitment of its personnel and resources to contain a disaster/emergency if required. Moreover, those departments that have emergency-oriented missions or support roles are required to provide an emergency response capability 24 hours a day, 365 days a year. Each of these departments will:
 - (1) Prepare plans and directives in support of the institutions EMP and provide one copy of each for reference.
 - (2) Annually review published directives and their respective portions of the EMP to assure that commitments can be filled and resources provided. Each department must provide a copy of any recommended revisions or a signed statement indicating the directive/plan as written remains current and supports the EMP on or before October 1 each year.

3. Austin Peay State University will:

- a. Prepare plans and directives in support of the County EMP as it pertains to our area of jurisdiction.
- b. Submit one copy of all supporting plans/documents to the County EMA for review and approval.

E. Plan Implementation

1. This plan (or its components) can be implemented in several ways:

- a. By direction of the University President or the Austin Peay State University Public Safety Director
- b. As a result of the occurrence of a disaster or an emergency
- c. By requests for assistance from local governments when disasters exceed our capabilities and/or resources
- d. As a response to increased international tensions or a threat
- e. Specific functional annexes may be activated by the department responsible for the particular function(s) associated with that annex.

F. Primary and Support Responsibilities

1. **Support**

Primary and support responsibilities for various emergency functions have been assigned to departments and agencies of local government, and to key organizations in the state government or private sector. Each department, agency, or organization is either a lead agency in an ESF or a supporting agency in an ESF. These assignments of responsibility are delineated based on a set of common functions associated with all types (or many types) of emergencies and/or responses required for those emergencies. Assignments of functional responsibility are not the same as authorizing EOC staffing requirements. EOC staffing and augmentation will be as prescribed by the EMA and Public Safety Directors.

While most of the departments having primary responsibilities are included as part of the EOC staff for direction and control of their areas of responsibility and assured access to communications, they are not all inclusive. There are other supporting departments and agencies in operating locations outside the EOC that will be fully operational during emergencies, and still other departments and agencies that will not be functional until the recovery phase begins. Only those agencies essential to preserve the continuity of governance during an emergency, or those necessary to deal effectively with the given set of circumstances of any emergency will staff and augment the EOC. Selectivity is essential due to space limitations.

2. **Responsibility**

- a. This plan is binding on all departments directed to conduct emergency management activities.
- b. The County EMA Director's authority under this plan is extensive. As the local disaster coordinator, he coordinates the activities of all local organizations as they relate to emergency management. Each University department and local agency that has an emergency-oriented mission will:
 - (1) Assign personnel as directed to augment EOC operations when implemented.
 - (2) Maintain and operate a 24-hour response capability in the department or agency headquarters when this plan is implemented in addition to any staff operating from the EOC.
 - (3) Participate in exercises when scheduled by the County EMA or Public Safety Director.
 - (4) Prepare plans and supporting documents which set forth policies and provisions for carrying out the department's emergency responsibilities.
 - (5) Conduct training essential to implementation of assigned functions.

(6) Conduct an annual review to update the supporting documentation and operating procedures and advise the Public Safety Director of modifications required.

- c. In addition to the functional planning documents that should insure coordination, implementation, and emergency response, each department or agency of local government having a primary or support role will prepare and maintain standard operating procedures (SOPs) describing how functions will be accomplished. Subordinate units of these agencies will also furnish copies of their SOPs to their parent department for inclusion in the department's supporting plan.
- d. All other departments or agencies not assigned a primary or support function will carry out whatever duties or services are specified by the Public Safety Director or ordered by the University President.
- e. Although technically not a part of a "local" response, several state and federal agencies are delegated responsibilities within this plan. All responsibilities and tasks associated with these state or federal organizations are in accord with existing state and/or federal legislation or practice authorizing said agencies to provide these services on a daily basis regardless of whether or not a major disaster declaration exists, or are a part of their normal course of activities.

G. Logistics

1. Local Agencies

Support services for vehicles will be provided by the Physical Plant. Logistics for other vehicles will be provided as directed by the County EMA Director.

2. Local Resources

ESCs responding to a disaster will apply resources available to them as directed by the Public Safety Director through the authority of the University President.

3. Montgomery County EMA

The EMA Director or the Deputy Director in charge of a disaster response will procure and coordinate the application of personnel, materials, equipment, and supplies including those immediately available within the local EMA.

BASIC PLAN APPENDICES

Appendix 1	Emergency Operations Center
Tab A	EMA Organizational Chart
Tab B	EOC Diagram University
Tab C	Operational Areas
Appendix 2	Emergency Services Coordinator Program
Tab A	List of ESC Departments
Appendix 3	Training and Education
Appendix 4	Disaster Field Office/Point of Arrival/Mobilization Center Locations
Appendix 5	Summary of Tennessee Civil Defense Act
Appendix 6	Resolution of the University concerning Emergency Management
Appendix 7	Mutual Aid Agreement
Appendix 8	University Emergency Procedures

APPENDIX 1 TO THE BASIC PLAN

EMERGENCY OPERATIONS CENTER

I. INTRODUCTION

A. Purpose

1. The purpose of the Emergency Operations Center (EOC) is to provide a central location through which all emergency management activities and functions can be coordinated. This includes routine activities as well as those associated with emergency response and recovery activities.

B. Scope

1. The entire emergency management program for the University is coordinated from the EOC.

II. POLICIES

- A. To insure maximum control and coordination of local resources during emergencies, it is essential to have a central location from which command and control decisions can be made. The EOC serves this purpose by bringing together the emergency management staff, as well as the Emergency Services Coordinators and support personnel from all departments tasked with emergency responsibilities. The institution must designate an employee to serve as the individual in charge of the operations of the EOC. Members of the Emergency Response Management Team and others as designated by the President or Director should be present in the EOC during emergencies, to the extent practicable. Additionally, National Guard, private sector, state and federal relief agencies may also operate from the EOC during significant disasters.

B.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. Several disasters occur each year that require the commitment of numerous resources from anyone or more local, state, or private sector relief agencies. It would be impossible to coordinate the efforts of all of these organizations if there were no centralized location for representatives of these organizations to meet, discuss, and coordinate their respective emergency responsibilities.
2. There are a wide variety of local, regional, state, national, and international disaster and emergency management activities that must be coordinated across the County to the extent that they affect the University Community. The EOC provides a central point of coordination for all emergency management activities that affect the various interest and citizens of this University.

B. Planning Assumptions

1. Disasters will continue to occur that require the application of local, state, and private sector resources to combat.
2. The coordination of these resources is essential to mounting an effective response to disasters in the University area.

IV. CONCEPT OF OPERATIONS

A. General

1. The EOC is the central location of emergency management activities within the University. It consists of the location from which the University Executive and local agency representatives operate during emergencies.

2. Primary and Alternate Emergency Operations Centers

a. Primary EOC (EOC)

- (1) The primary EOC for the University is located in the Shasteen building conference room, 681 Summer St. Street, Clarksville, Tennessee. At the discretion of the Public Safety Director, and with the concurrence of the University President, direction and control may be exercised at an alternate EOC site located in the president's conference room, in the Browning Building, 601 College St, Clarksville, Tennessee 37040.

b. Alternate EOC

- (1) Four alternate Emergency Operations Center (EOC) sites. **Site # 1** is located in the Montgomery County/City of Clarksville Emergency Communication Operations Center, 130 South First Street, Clarksville, Tennessee. **Site # 2** is located in the Montgomery County Sheriff's Department, 120 Commerce Street, Clarksville Tn. **Site # 3** at Clarksville Fire Rescue Department, 801 Main Street, Clarksville Tn. **Site # 4** at Clarksville Police Station (zone one) 1580 Vista Lane, Clarksville Tn. The alternate EOC's are equipped with a generator, water supply, sanitary facilities, and communications equipment.
- (2) Transfer of responsibility from the primary to alternate EOC is accomplished by using personnel to relocate equipment and supplies to one of the alternate sites. As soon as communications checks are accomplished, the actual shift of control will be at the direction of the President. The Provost will be responsible for the operation of the alternate EOC. The President will notify EMA, as well as other affected agencies and governments.

c. Primary EOC Organizational and Functional Structure

- (1) The EOC is composed of six major sections. These sections are described in the ESF Concept of Operations section of this plan (ESF 0).
 - (a) An EOC diagram and an APSU Emergency Management Organizational Chart are provided at the end of this appendix.
- (2) EOC Operations
 - (a) Following the occurrence of an emergency or disaster, the EOC will receive notification through any of one or more sources. These include: Radio, telephone, NWS teletype, NAWAS, etc. The event is logged by date and time.
 - (b) The Public Safety Director and other key personnel are notified of the situation and report to the EOC. The Public Safety Director will brief the University President, Provost, VP's and other department heads as appropriate.
 - (c) The EOC (or the University's primary warning point) relays pertinent data to affected departments such as local emergency management offices, fire, police, sheriff, and EMS units.
 - (d) If the situation warrants, local agency ESCs having responsibilities associated with the particular disaster are notified and asked to report to the EOC or to the scene of the emergency as required.
 - (e) From this point on, the EOC monitors the progress of the emergency and evaluates efforts to contain the situation. Resource requirements that cannot be met at the institution level are channeled to the local or State Regional EOC and the appropriate ESGs for disposition as provided by ESF/individual agency SOPs. This continues until the situation is resolved.
 - (f) If the situation warrants, the EMA Director will request assistance from a neighboring county or the Tennessee Emergency Management Agency. In

either case, the respective organizations provide liaison officers to the EOC for coordination of operations.

- (g) News releases and emergency public information is prepared and disseminated from the EOC through the Public Information Officers (PIOs).
- (h) The EMA Director insures continuity of operations and sustained manpower capability around the clock for the duration of the emergency.
- (i) This operation continues until the emergency condition terminates, at which time various EOC staff members conduct follow-up activities with respect to after-action reports, response evaluation, conducting debriefings, compiling reports and logs, etc.

B. Organization and Responsibilities

1. Public Safety Director

The Director of Public Safety is responsible for coordinating all emergency management activities throughout the University. Among his functions:

- a. Advise administrator's officials, departments, and agencies of local government and other non-governmental relief agencies with respect to the magnitude and effects of the emergencies that affect the University.
 - b. Orient and train the emergency staff, and periodically conduct exercises,
 - c. Coordinate institution emergency operations local emergency management offices.
 - d. Develop and maintain emergency staffing capabilities,
 - e. Develop and maintain appropriate emergency public information, communications and warning capabilities,
- f. Develop and maintain the Austin Peay State University Emergency Management Plan, mutual aid agreements, memoranda of understanding, etc., and periodically test and exercise these mechanisms.

2. Assistant of Police Chief

- a. The Assistant Chief of Police serves as the successor to the Director in all matters with which the Director has responsibility.

3. Emergency Services Coordinators (ESCs)

- a. The ESCs represent local, state, private, and quasi-governmental agencies with emergency responsibilities during major disasters. The roles and responsibilities of the ESCs are provided in Appendix 3.

4. Public Information

- a. The President will designate an individual to act as the Public Information Officer.

5. EMA Organization

- a. The Austin Peay State University Emergency Management organizational chart is provided as Tab A to this annex.

6. Support Requirements

a. Reports and Records

(1) *Messages*

- (a) All messages will be handled using the procedures established by the President. This includes the use of written forms and electronic messaging systems (E-Mail).

(2) *Event Logs*

- (a) A record of all major events during EOC operations will be compiled by a member of the operations support staff.

(3) *Daily Operations Log*

- (a) A log of all incoming messages is maintained by the operations section.

(4) *Security Log*

- (a) A record of all persons entering and leaving the EOC is maintained.
- (b) During major emergency operations, a record of all persons entering the EOC will be maintained by security personnel at the entrance.

(5) *Work Schedule*

- (a) Each department/office should be instructed to maintain a record of all emergency-related activities performed by the personnel of that work unit. The record will reflect the personnel worker hours (for non-exempt staff), as well the assignments of personnel, and the work performed by each work unit, and other resources expended in response to the emergency.

b. County EMA Security

- (1) All EMA staff and ESCs are provided with ID Cards which authorize them entrance into the EOC during routine operations.
- (2) During emergency operations, the Montgomery County Sheriff's Office stations an officer at the entrance to log in all personnel entering the facility.

c. Incident Command System

- (1) The Chief of Police, Director will establish and manage a Incident 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.
- (2) Upper level managers and directors from Austin Peay State University whose personnel are directly involved in the emergency response will report to the Incident command post, as will commanders from responding outside agencies external to the institution. Operational decisions relative to the emergency response will be coordinated from the Incident 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 (e.g., 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.

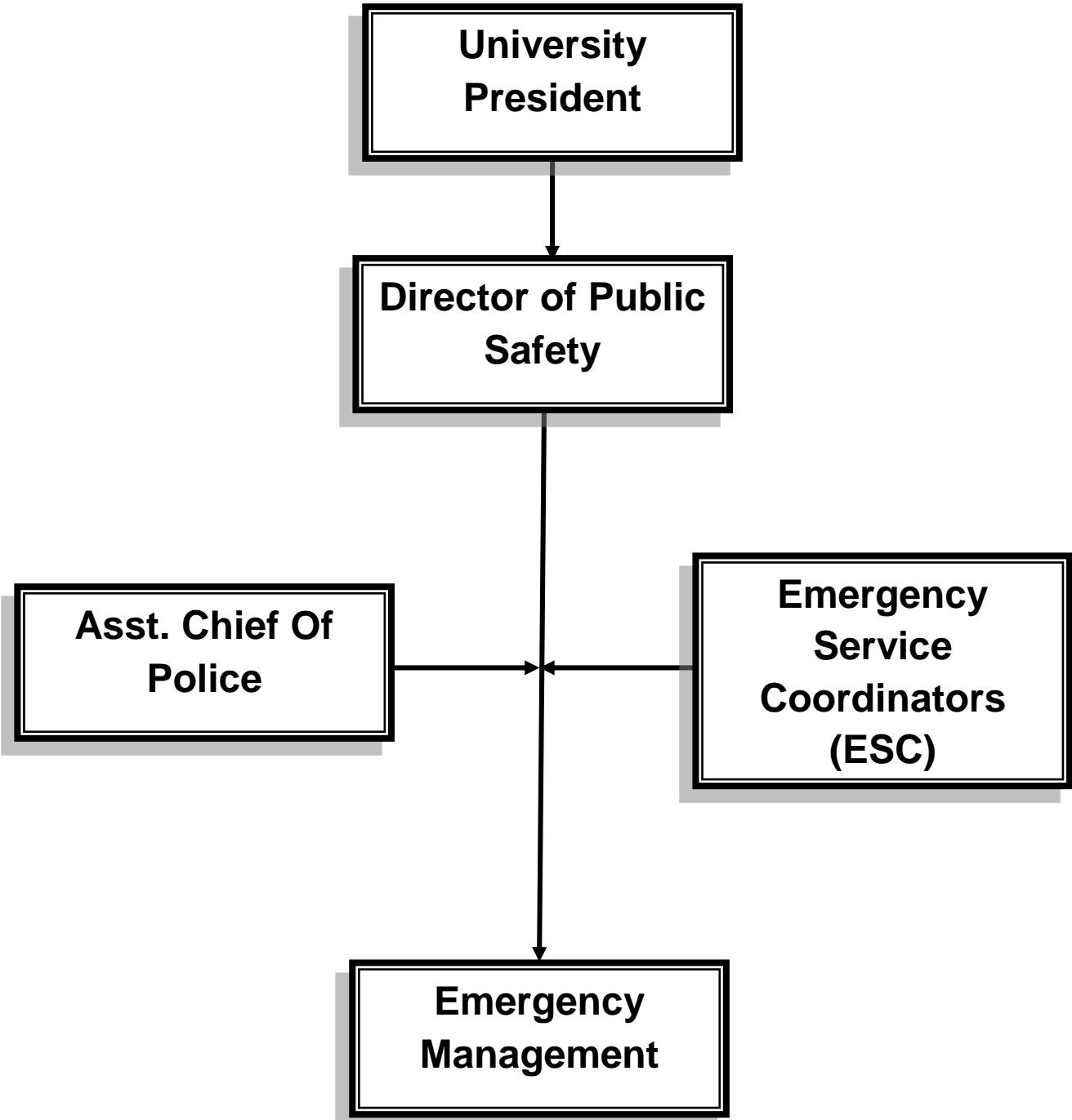
D. Emergency Response Management Team

- (1) Institutions shall appoint appropriate administrators to the Institutional Emergency Response Management Team (ERMT).
- (2) The Emergency Response Management Team should serve in a support role to the President or Director during an emergency. Institutions have the discretion to determine which administrators to appoint to the ERMT and it is advisable that institutions give serious consideration to the inclusion of the personnel listed below.

Appendix A outlines the potential responsibilities of each administrator during a crisis.

- 1 Chief Academic Affairs Officer
- 2 Chief Business / Finance and Administration Office
- 3 Chief Student Affairs Officer
- 4 Chief Public Relations Officer
- 5 Chief of I Police Department or Director of Security Department
- 6 Director of the Institutional Health Clinic
- 7 Chief Information Officer
- 8 Housing / Residence Life Director
- 9 Physical Plant / Facilities Director

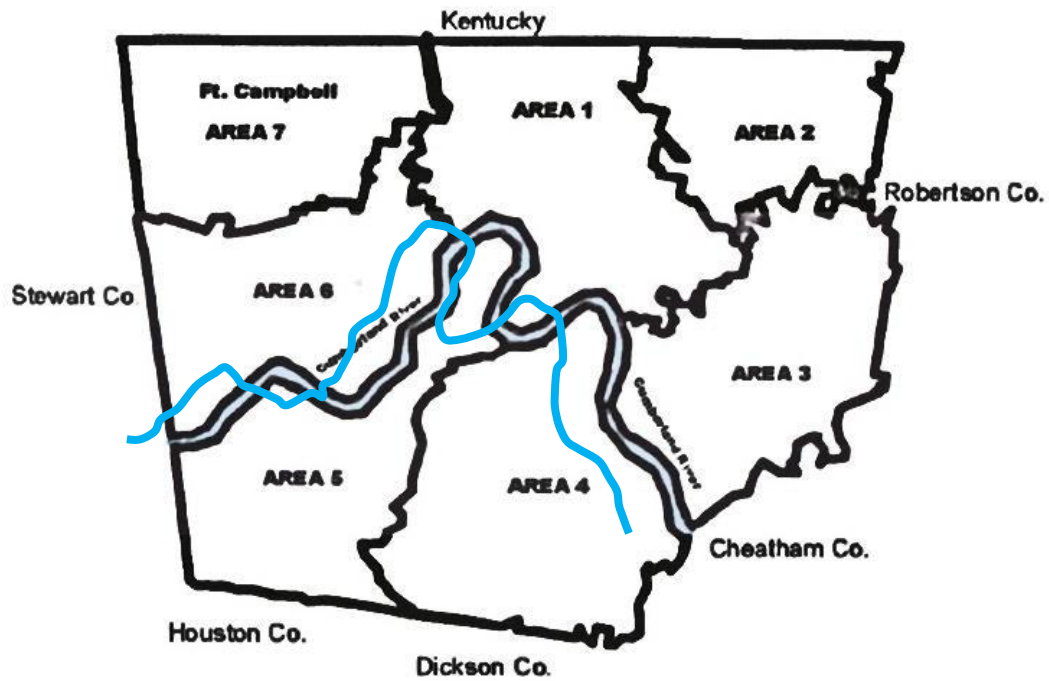
**TAB A TO APPENDIX 1 OF THE BASIC PLAN
EMERGENCY MANAGEMENT ORGANIZATIONAL CHART**



**TAB B TO APPENDIX 2 TO THE BASIC PLAN
EMERGENCY OPERATIONS CENTER DIAGRAM**

SEE NEXT PAGE

**TAB C TO APPENDIX 2 TO THE BASIC PLAN
UNIVERSITY OPERATIONAL AREAS**



- Area 1 – Clarksville City Limits
- Area 2 – St Bethlehem
- Area 3 – East Montgomery
- Area 4 – Cunningham
- Area 5 – Palmyra
- Area 6 – Woodlawn
- Area 7 – Ft Campbell Ky



APPENDIX 2 TO THE BASIC PLAN

EMERGENCY SERVICES COORDINATOR PROGRAM

I. Purpose

The Emergency Services Coordinator (ESC) program is designed to provide the President with an immediate source of expertise from any and all departments to cope with man-made and natural disasters/emergencies, including attack. In addition to representation, each department will provide Austin Peay State University with any and all personnel, equipment, facilities, materials, or other assets during any period of disaster, emergency, or threat to include the period of recovery.

II. Scope

The ESC program encompasses all departments within the institution; in particular, those departments that, by the very function they perform have an inherent emergency mission. Agencies listed in Tab A to this appendix are required to provide ESCs to Austin Peay State University in accordance with the criteria in paragraph III below. Other agencies and departments may participate at their discretion. Functions associated with the ESC program include not only positive control, emergency response, and the availability of personnel and assets, but also research, plan development, communications tests, and exercises.

III. Program Elements

- A. The department heads are required to insure that their respective departments and other agencies under their jurisdiction promptly and fully execute their respective functions in accordance with this plan. To fulfill this responsibility each department (listed in Tab A) will:
 1. Provide a primary and alternate ESC to represent their department or agency
 2. Insure ESCs so appointed are empowered with the full authority to coordinate and direct all emergency response functions and services of the department head.
 3. Provide the Public Safety Director with the names, the office they represent, home addresses, office and residence phone numbers of both the primary and alternate ESCs.
 4. Assure that the ESC is available including weekends and holidays and after normal working hours. Expected response time to the EOC after notification is 30 minutes or less.
 5. Prepare a directive that establishes the ESC program for their respective department that details restrictions on the limited use of assigned government vehicles, scheduled periods of 24-hour on-call duty, days off, compensatory time, and provisions for notifying the EOC duty officer of schedules and changes thereto.
 6. Insure the full authority of the ESCs to act in behalf of the appointing authority is specified, as appropriate, in the directive.
 7. Assure that plans are developed to insure continuation of necessary department functions, and suitable space is provided for personnel, equipment, and records essential for operations during times of emergency and/or disaster. Those departments scheduled to move to the EOC during major emergencies will also address the movement of personnel, equipment, and records.

IV. Concept of Operations

- A. The EOC will be capable of accommodating the full complement of ESCs and providing them with work space, telephone capabilities, and access to radio communications.
- B. Whenever a disaster or emergency threatens or occurs, the EOC duty officer will contact the Public Safety Director to determine if any ESCs are to be called in to provide assistance. The Director will assess the Situation, bearing in mind that the use and employment of ESCs and their

resources must be compatible with the primary responsibility of the agency concerned, and coordinate which, if any, ESCs are to be called.

- C. The EOC duty officer will notify ESCs of their recall as coordinated by the Public Safety Director.
 - 1. Depending on available information about the emergency, ESCs will be instructed to report to the EOC for briefing by the Public Safety Director or instructed to report to the scene and be briefed enroute.
 - 2. ESCs, once committed, will remain committed through the recovery phase unless relieved by the Public Safety Director, or they are relieved by their appointing authority.
- D. Emergency functions to be performed by various agencies of local government will be specified in writing.

E. Implementation

F. The Public Safety Director is responsible for implementing the ESC program.

G. The Public Safety Director is responsible for:

- 1. Coordinating this appendix with affected and interested agencies
- 2. Establishing logs or call sheets to record ESC name, address, and telephone numbers, including rosters to confirm who is on call.
- 3. Conducting no-notice exercises or calls to insure that the system is working. Failure to call back within 30 minutes is unacceptable.
- 4. Maintain the ESC program in a current, ready-to-use status.

TAB A TO APPENDIX 2, BASIC PLAN
LIST OF DEPARTMENTS REQUIRING EMERGENCY SERVICES COORDINATORS

Public Safety

Physical Plant

Residence Life

Health Services

Counseling & Testing Center

Purchasing

Agriculture

Student Affairs

Human Resources

Legal Affairs

Information Technology

University Advancement

Public Relations

APPENDIX 3 TO THE BASIC PLAN

TRAINING AND EDUCATION

I. Introduction

A. Purpose

The purpose of this appendix is to establish a mechanism for the provision of emergency preparedness and operations training and local emergency management staff members, emergency services personnel, and to provide education to the Austin Peay State University community regarding fundamental survival techniques that can be applied before and during a disaster.

B. Scope

This appendix concerns the provision of generalized emergency management training and exercises to local emergency services personnel, as well as the provision of training and/or education to members of the general public through any of a number of means. Training that is geared towards a specific function (i.e., radiological monitoring, hazardous materials, etc.) is described as a part of the particular ESF that is responsible for carrying out the functions associated with a particular type of support.

II. Situation and Assumptions

A. Situation

1. The potential will always exist for emergencies and disasters to affect Montgomery County, its political subdivisions, and therefore its citizens. It is therefore prudent to develop and implement a comprehensive training and education program to assist local emergency response personnel in carrying out their respective emergency functions when necessary. Additionally, it is prudent to implement a program geared towards educating members of the university community as to how to protect themselves prior to, during, and following any emergency or disaster that might affect them.
2. The problems created by an emergency or disaster may be compounded by a lack of training on the part of emergency response personnel, and many citizens might be injured or killed as a result of a lack of education regarding appropriate actions to take when faced with an emergency situation.
3. Successful implementation of this plan, supporting plans, and supporting procedures depends on trained and knowledgeable personnel who are capable of executing their assigned tasks during any emergency situation. To achieve this level of competency requires continuous training.

B. Planning Assumptions

1. Effective training programs scheduled and implemented on a regular and recurring basis which encompass the areas of specialized skill requirements will generate skills necessary to implement effective operations.
2. The provision of educational materials to members of the general public will result in citizens being more prepared to handle emergency situations they might encounter and will result in fewer casualties when an emergency occurs.

III. Policies

- A. The primary responsibility for training of emergency personnel and citizens rests with local government, specifically the local Emergency Management Director. The state, through TEMA, will provide active assistance in the presentation of special seminars, formal training courses, aid

and advice in the development of local exercises, and the supply of training aids and materials to support training requirements.

IV. Concept of Operations

A. Training

1. The initial phase of training consists of qualifying the emergency service staff in disaster operations within the University. This training will be evaluated at the local level to assure acceptable performance capability. TEMA provides a large number of courses geared towards the development of an effective emergency management program at the local level.
2. Follow-up and refresher training is available on a periodic basis to support skills learned during the initial training received by emergency services personnel.
3. Specific training programs have been and can be developed to support specific threats that affect certain local communities.
4. The federal government, through FEMA, provides specialized training courses and courses geared towards teaching those who deliver courses at the state and local level. These may be accessed through TEMA's Training and Education Office.

B. Exercises

1. The Tennessee Emergency Management Agency conducts several exercises each year to support response requirements to the Nuclear Power Plants, the earthquake threat, the threat of severe weather, and a wide variety of other situations. These exercises occur at the discretion of the TEMA Director and may include any or all of the state and local emergency response organizations, as well as certain portions of the private sector (including the media). Additionally, periodic regional exercises are held at the discretion of the Regional Directors.
2. Local exercises are held at the discretion of the local Emergency Management Director, either to support a local emergency response capability or in conjunction with an ongoing state or regional exercise. TEMA provides developmental and evaluative assistance to local governments during exercises when requested.

C. Public Education

1. Each year the Austin Peay State University EMA sponsors several seminars and educational opportunities for the benefit the general population. These include the sponsoring of Tennessee Severe Weather Awareness Week, held annually in early March, as well as the distribution of educational materials concerning specific threats when warranted.
2. TEMA's Family Protection Officer is available to deliver talks or seminars concerning emergency preparedness to civic groups, schools, and similar organizations upon request.
3. Additionally, TEMA maintains an extensive collection of public education literature available to members of the general public upon request to the Training and Education Office.

D. Organization and Responsibilities

1. The Assistant State Director for Training and Education (ASDTE) of TEMA is responsible for developing and maintaining the state's training and education programs concerning emergency preparedness. The ASDTE will periodically publish a schedule of courses to be offered at various sites around the state. This information will be distributed to local directors and others with an interest in such training as required.
2. Local emergency services groups may receive specific training if desired by submitting a request through the local emergency management director. The local director will submit the request to the ASDTE and will coordinate the delivery time and location to insure maximum participation
3. TEMA will coordinate the delivery of general public information activities with agencies such as the National Weather Service, the U. S. Geological Survey, FEMA, etc., on a state-wide

basis. Local directors may undertake educational activities directed at local citizens when deemed necessary.

4. Requests for state training aids, assistance, and input should be made to the local director to be forwarded to TEMA if necessary.

**APPENDIX 4 TO THE BASIC PLAN
DISASTER FIELD OFFICE, POINT OF ARRIVAL, AND
MOBILIZATION CENTER LOCATIONS**

1. DFO*
Shelby County
(Memphis)

2. DFO*
Madison County
(Jackson)
POA/MC
McKeller Airport

3. DFO*
Davidson County
(Nashville)

4. POA/MC
Rutherford County
(Smyrna)
Smyrna Airport

5. DFO*
Blount County
(Alcoa)
POA/MC
McGhee- Tyson Airport

* Exact location to be determined by Regional or State Director

APPENDIX 5 TO THE BASIC PLAN

SUMMARY OF THE TENNESSEE CIVIL DEFENSE ACT (TCA 58-2-101, et. seq.)

Tennessee's civil defense history began with the passage of the Tennessee Civil Defense Act of 1951. Beginning in 1955, and on several occasions since, this law has been recodified until, at present, it exists as Chapter 2, Title 58, of the Tennessee Code Annotated. This legislation is generally modeled after the Federal Civil Defense Act of 1950 (PL 81-920). The state act created the Tennessee Office of Civil Defense (which in 1981 was renamed the Tennessee Emergency Management Agency) within the state Military Department, under the Tennessee Adjutant General (TAG). The TAG has overall responsibility and authority for disaster preparedness and planning (Executive Order # 4, February 13, 1987).

Chapter 2, Title 58, of the Tennessee Code Annotated prescribes the responsibilities associated with disaster preparedness and emergency response in the state of Tennessee. When translated into policy and implemented, this becomes the mission of the Tennessee Emergency Management Agency and the local EMA organizations across the state. It provides for the following:

1. Creates the Tennessee Emergency Management Agency and directs the creation of local organizations for civil defense in the political subdivisions of the state.
2. Confers upon the Governor and the chief executive officers of the governing bodies of the political subdivisions the emergency powers provided in this chapter.
3. Provides for the rendering of mutual aid among political subdivisions of the state and those of surrounding states, and for the cooperation with the federal government in carrying out civil defense functions.
4. Requires the development and implementation of state and local civil defense plans.
5. Requires the most effective use be made of resources and facilities when dealing with a disaster, riot, mob violence, etc., by having all civil defense functions of the state coordinated with comparable functions of the federal government, other states and localities, and private agencies of every type.
6. Authorizes the performance of duties and functions of civil defense necessary to cope with all types of natural disasters, riots, mob violence, etc., which might occur affecting the life, health, safety, welfare, and property of citizens of the state of Tennessee.
7. Directs and empowers the Governor to create a Tennessee Emergency Management Agency, under the Adjutant General, and empowers the Governor to appoint a Director and such Deputy Directors as deemed necessary.
8. Establishes the duties of the Director, subject to the direction of the Governor, acting through the Adjutant General (TAG), as being solely responsible for coordinating the activities of all organizations for civil defense within the state, and maintaining liaison with and cooperating with civil defense agencies, organizations of other states, and with the federal government.
9. Specifies that the general direction of TEMA shall be exercised by the Governor. In the event of disaster, energy emergency, riot, etc., beyond local control, the Governor is empowered to assume direct control over all or any part of civil defense functions within the state.
10. Authorizes the Governor to cooperate with the federal government, other states, and private agencies on all matters pertaining to civil defense of the state or nation.
11. Gives the Governor the power to make, amend, and rescind the orders, rules, and regulations necessary to carry out policies of cooperation and coordination; to prepare comprehensive plans and programs for civil defense in Tennessee; to integrate such plans and programs with the civil defense plans of the federal government and other states; and to cooperate in the preparation of plans and programs for civil defense by political subdivisions within the state.
12. Gives the Governor the administrative authority to procure supplies, institute training, and provide public information programs; to prepare in advance of an actual disaster, energy emergency, riot, etc.,

including partial or full mobilization of civil defense reserve units to insure adequately trained and equipped forces of civil defense personnel.

13. Authorizes the Governor to delegate to state or local directors of civil defense any administrative authority vested in him by this chapter, and to provide for the sub delegation of any such authority, except that any plans for dealing with an energy emergency shall be prepared by the Energy Division of the Department of Economic and Community Development.
14. Authorizes the Governor to cooperate with the President and heads of the armed forces, the Federal Emergency Management Agency (or its successors), and other appropriate federal officers and agencies, and with the officers and agencies of other states in matters pertaining to civil defense of the state or nation.
15. Authorizes the creation and establishment of mobile reserve units by the Governor as may be necessary to support civil defense organizations of the state.
16. Makes an employee of the state, by virtue of his employment, subject to assignment to a mobile reserve unit on a permanent or temporary basis to meet the particular need of any given emergency.
17. The Governor may declare that a state of emergency exists as a result of actual enemy attack against the United States, or an impending emergency, disaster, energy emergency, sabotage, riot, mob violence or other hostile actions, and thereafter the Governor shall have and may exercise for such period as the state of emergency continues emergency powers granted by state law, except that seizure, taking, condemnation, or allocation of energy resources must be in accordance with plans prepared by the Energy Division of the Department of Economic and Community Development.
18. Requires every civil defense organization established under this chapter, and the officers and personnel thereof, to execute and enforce the orders, rules, and regulations made by the Governor.
19. Provides criminal sanctions for any individual or entity violating rules or regulations promulgated by the Governor during a state of emergency.
20. Authorizes and directs each political subdivision within that state to establish a local organization for civil defense, in accordance with the state plan. Each organization shall be headed by a director who is appointed by the chief executive or governing body of the political subdivision and who shall have direct responsibility for the overall management of the local program.
21. Provides that each political subdivision, confronted with disasters as described herein shall have emergency powers to enter into contracts and incur obligations necessary to combat such disasters without regard to time consuming procedures and formalities as prescribed by law (excepting mandatory constitutional requirements). Each political subdivision shall have the same duties, powers, and functions as those vested in the Governor.
22. Enables local civil defense directors to enter into reciprocal mutual aid agreements with public and private entities of the state of Tennessee and surrounding states.
23. Authorizes local appropriations for civil defense expenses.
24. Directs that the Governor, local directors, and the chief executive officers/governing bodies of the political subdivisions use the services, equipment, facilities, and personnel of existing departments, offices, and agencies of the state and political subdivision to the maximum extent practicable, and directs the officers of such organizations to extend maximum cooperation to the Governor or local directors throughout the state upon request.
25. Enables the acceptance from the federal government, through the state or otherwise, of supplies, equipment, personnel, financial assistance, etc. by the Governor or political subdivision.
26. Directs that all persons, compensated or otherwise, connected with the civil defense program take and subscribe to an oath of loyalty
27. Assures the right of any person to receive benefits to which he would otherwise be entitled under this chapter, or under the Workmen's Compensation Law, or under any pension law, or the right of any such person to receive any benefits or compensation under any act of Congress shall not be affected.

28. Makes illegal the use of any civil defense organization for political purposes.
29. Assures immunity from liability while engaged in civil defense activities for the agencies and persons working for/with those agencies.
30. Protects any person owning or controlling real estate or other premises, who voluntarily and without compensation grants a license or privilege or otherwise permits the use of such real estate for civil defense purposes shall not be liable for any personal injury or other damage occurring upon such real estate, precluding that created by willful misconduct. No person, agency, partnership, or corporation operating under the direction of the Governor or the head of emergency government services in any University, town, or municipality shall be liable for the death of or injury to any person or any damage to any property caused by his or her actions, except where a tier of fact finds that the person acted intentionally or with gross negligence.
31. Authorizes multiple University organizations for civil defense and provides for such organizations to have identical functions, powers, duties, and responsibilities as those formed as single-University entities.
32. Authorizes the state to make grants to local organizations for civil defense purposes and sets forth standards for those grants.
33. Authorizes and establishes the Tennessee Severe Weather Information System, a statewide severe weather radio network.

**APPENDIX 6 TO THE BASIC PLAN
UNIVERSITY RESOLUTION**

See Attached

B.
Resolution to Adopt the
National Incident Management System

WHEREAS, emergency response to critical incidents, whether natural or manmade, requires integrated professional management; and

WHEREAS, unified command of such incidents is recognized as the Management model to maximize the public safety response; and

WHEREAS, the National Incident Management System (NIMS) has been identified by the Federal Government as being the requisite emergency management system for all political subdivisions; and

WHEREAS, failure to adopt NIMS as the requisite emergency management system may preclude reimbursement for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies; now, therefore:

Be It Resolved by Austin Peay State University, Clarksville Tennessee:

SECTION 1. Austin Peay State University adopts the NIMS concept of emergency planning and incident command.

SECTION 2. In furtherance of NIMS, it is the policy of Austin Peay State University to train officials and employees responsible for emergency management.

SECTION 3. Austin Peay State University directs incident managers and response organizations in our jurisdiction train and exercise the Incident Command System (ICS) and use the ICS in their response operations.

**Alisa White, President,
Austin Peay State University**

Date:

APPENDIX 7 TO THE BASIC PLAN MUTUAL AID AGREEMENT

**took out of EOP left in for reference only **

THIS AGREEMENT entered this _____ day of June, 2015, by and among the cities and/or Volunteer Fire Department of Montgomery University.

WITNESSETH:

WHEREAS, sections 12-9-105, Tennessee Code Annotated, authorize public agencies in this state to enter into mutual aid agreements: and

WHEREAS, the parties hereto desire to avail themselves of the authority conferred by this law; and WHEREAS, the purpose of this agreement is to provide each of the parties through their mutual cooperation, a predetermined plan by which each might render aid to the other in case of emergency which demands apparatus, equipment and personnel services to a degree beyond the existing capabilities of either party; and

WHEREAS, it is deemed in the public interest for the parties hereto to enter into an agreement for mutual assistance in emergencies to provide reserves needed to assure each party of adequate protection;

NOW, THEREFORE, in consideration of the mutual covenants contained, herein, the parties hereby agree as follows:

1. The parties will respond to calls for mutual aid assistance only upon request for such assistance made by the senior fire officer of Chief's designee on duty of the fire department of the respective agency. All requests for emergency mutual aid assistance shall be made only to the fire chief of his designee.
2. Upon request for aid received as provided for in paragraph (1), the senior fire officer or the Chief's designee of the responding party will authorize as follows;
 - (A) Each of the parties to this Agreement will provide at least the following personnel and equipment in response to the request.

Minimum request - one (1) Engine Company and a (3) person crew.

Maximum response - fifty (50) percent of the personnel and resources.

Each party's response will be determined by the severity of the emergency in the requesting party's jurisdiction as determined by the senior fire officer or the Chief's designee of the responding party after discussion with the senior fire officer or Chief's designee of the requesting party.

- (B) If there is also an emergency in the jurisdiction of the responding party at the time a request is made, or one occurs in the course of responding to a request under this agreement, and the senior fire officer or Chief's designee of the responding party cannot comply with the minimal requirements under this agreement without endangering life and/or incurring significant property damage in his jurisdiction, he may choose to use all equipment and personnel in his own jurisdiction. In such case, the senior fire officer or Chief's designee of the responding party shall inform the senior fire officer or Chiefs designee of the requesting party of his decision.

In cases where two or more requests for mutual aid assistance are made at the same time, thereby making compliance with the minimum requirements of this agreement impossible for the responding party, the senior fire officer of Chief's designee of the responding party shall determine, based upon a reasonable appraisal of the emergencies of the requesting jurisdictions, how best to respond to requests. The senior fire officer or Chief's designee may determine to send all available resources under his management to the jurisdiction with the direst emergency, or he may send some resources to each requesting jurisdiction. The senior fire officer or chief's designee shall inform the requesting parties of his decision.

In both situations outlined in this sub-section (B) where compliance with the minimal duties of this agreement is impossible, the requesting party or parties will not expect full compliance with those minimal duties but will expect fair appraisal of the emergencies involved and a commensurate response.

3. It shall be the responsibility of the responding party to see that all personnel responding to the request for assistance are responsible persons, and the conduct and actions of said personnel shall be the responsibility of the party sending assistance.
4. When fire personnel are sent to another community pursuant to this agreement, the jurisdiction, authority, rights, privileges, and immunities, including coverage under the Worker's Compensation Laws, which they have in the sending fire department, shall be extended to and include the area in which like benefits and authorities are or could be afforded to fire personnel of the requesting fire department in shall be extended to any geographic area necessary as a result of the request when said personnel are acting within the scope within of the authority conferred by this agreement.
5. The party who requests mutual aid shall in no way be deemed liable or responsible for the personal property of the members of the fire department of the responding party which may be lost, stolen or damaged while performing their duties in responding under the terms of this agreement.
6. The party responding shall assume all liability and responsibility for damage to its own apparatus and/or equipment. The party responding shall also assume all liability and/or responsibility for damage caused by its own apparatus and/or negligence of its personnel while enroute to or returning from a specific location.
7. The party responding under the terms of this agreement shall assume no responsibility or liability for property damaged or destroyed or bodily injury at the scene of an emergency; said liability and responsibility shall rest solely with the party requesting such aid and within whose boundaries the property exists or the incident occurs.
8. No compensation will be paid by the parties under this agreement for mutual aid emergency assistance rendered.
9. The respective parties agree that no claim for compensation will be made by either against the other for loss, damage, or personal injury occurring in consequence of mutual aid emergency assistance rendered under this agreement, and all such rights or claims are hereby expressly waived.
10. The senior fire officer or Chiefs designee in whose community the emergency exists, and who places the request for assistance, shall in all instances be in command of the emergency as to strategy, tactics, and overall direction of the operations. All orders or directions regarding the operations of the responding party shall be relayed to the senior fire officer or Chief's designee in command of the responding party.
11. A joint board is hereby created consisting of the Mayor/Board Chairman of each political jurisdiction or their designated representatives, which joint board shall have the responsibility of carrying out the powers designated herein.
12. No property, real or personal, tangible or intangible, shall be acquired or held by this joint board, it being the intent of the agreement that each political jurisdiction shall use and employ its own properties in carrying out the functions and responsibilities designated herein.
13. This agreement shall continue from year to year from January 1st, 2012 through January 1st, 2016, unless notice of termination is given by any of the parties hereto at least sixty days prior to January 1st of each year. No further obligations or liabilities shall be imposed after such termination.
14. This agreement shall also act as an automatic aid agreement between the cities and/or Volunteer Fire Departments in Montgomery University. This will allow two or more departments to be dispatched at the same time to all structure fires or large scale incidents needing more resources than one department can respond to the emergency. The dispatching shall be based on the Austin Peay State University Fire Service run order, a copy of which is attached. The level of response will be as outlined in section 2 of this document.

15. This agreement shall be valid only:

(A) When it is executed by the Mayor/Board Chairman of the respective political jurisdictions pursuant to the ordinance/resolution of each jurisdiction authorizing the Mayor/Board chairman to execute it;

(B) When it is logged for record pursuant to Tennessee Code Annotated 12-9-105. (Status of agreements – Parties to actions)

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year written above.

City of Clarksville

Austin Peay State University

Mayor

University Executive

Attest _____
Witness

Attest _____
Witness

Adopted _____
Date

Adopted _____
Date

APPENDIX 8 TO THE BASIC PLAN UNIVERSITY EMERGENCY PROCEDURES

In an emergency situation, faculty and staff of the University may be called upon to provide assistance. Faculty and staff should be prepared in an emergency situation to offer assistance when asked. In addition, University faculty and staff are responsible for the following:

1. Report any potentially dangerous conditions immediately. Taking preventative steps may reduce the chances of personal injury and or damage to property.
2. Be alert to your surroundings and if you observe suspicious activity, report it immediately to the University Police. Do not assume that someone else has reported it.
3. Notify your supervisor immediately if you suspect someone of criminal or potentially violent behavior.
4. In any emergency situation;
 - a. Do your best to appear calm,
 - b. Be prepared to react with little or no direction, and,
 - c. Assist others when and where possible.

This section contains procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

A. Emergency Evacuation Procedures *(See ESF 0 Public Safety Emergency Procedures Page 0-2)*

1. Preparation

Building Security Coordinators are responsible for instructing their employees on the emergency evacuation routes for their areas. Evacuation routes should be posted in visible areas near exits, wherever possible. At the beginning of each semester, faculty is encouraged to instruct students as to the location of the emergency evacuation route for their particular room or area and designate an assembly point outside of the building.

2. Building Evacuation

- A. All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety Officers or Building Security Coordinators.
- B. When the building evacuation alarm is activated during an emergency, leave by the emergency evacuation route for the area in which you are located. If the exit is blocked use the nearest marked exit and alert others to do the same.
- C. Assist the handicap in exiting the building. Do not use the elevators in case of fire and/or potential power loss.
- D. Once outside, proceed to a clear area that is at least 1000 feet away from affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Identify an assembly point to congregate once outside.
- E. DO NOT RETURN to an evacuated building unless instructed to do so by a University official or University Police.

IMPORTANT: After the evacuation, report to your designated assembly point. Stay there until all personnel are accounted for or if directed to return to the building.

3. Campus Area Evacuation

- A. Evacuation of all or part of the campus grounds will be announced by the Department of Public Safety.
- B. All persons are to immediately vacate the area in question and move to another part of campus as directed. Faculty/staff are responsible for aiding handicap persons.

4. Disabled Persons

It is the responsibility of every employee to assist persons with disabilities out of the building in the event of an emergency. In addition, individuals with disabilities who may require assistance in an emergency should familiarize themselves with the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. They are also responsible for identifying their needs to faculty members or supervisors and for identifying someone willing to assist them in the event of an emergency. If they are unable to locate someone to assist them in case of any emergency, they should contact the Building Security Coordinators or the Director of Disability Services for assistance.

B. Civil Disturbance or Demonstration

Most campus demonstrations such as marches, meetings, picketing and/or rallies will be peaceful and non-obstructive. Demonstrations will be conducted at the "Free Speech" area located between the Student Center and Bookstore. In the event the "Free Speech" area is not available, alternate locations will be identified by the Director of Facilities in consultation with the Director of Public Safety. Demonstrations will not be stopped unless one or more of the following conditions exist:

- a) INTERFERENCE with normal University operations,
- b) PREVENTION of access to offices, buildings, or other University facilities,
- c) THREAT of physical harm to persons or damage to University grounds or facilities.

If any of these conditions exist, immediately contact the Department of Public Safety. The Department of Public Safety will make notifications and depending on the nature of the demonstration; the appropriate procedures listed below should be followed:

1. Peaceful, Non-obstructive Demonstration

- a. Generally demonstrations of this kind will not be interrupted. The demonstrations will not be obstructed or provoked and efforts should be made to continue normal University operations.
- b. If demonstrators are asked to leave but refuse to leave by regular facility closing time(s):
 - i Arrangements will be made by Public Safety to monitor the situation during non-business hours, OR,
 - ii. Determination will be made to treat the violation of regular closing hours as a disruptive demonstration (see B. #2).

2. Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to University facilities or interferes with the University operations:

- a. Demonstrators will be asked to terminate the disruptive activity,
- b. The Dean of Students and/or the Vice President for Student Affairs will have a photographer/videographer with them to document the proceedings.
- c. Key University personnel and student leaders may be asked to go to the areas to persuade the demonstrators to desist.
- d. A University Official will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.
- e. If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue within a determined length of time may result in disciplinary action, including

suspension or expulsion or possible intervention by the University Police. Except in extreme emergencies, the President will be consulted before such actions are taken.

- f. Efforts should be made to secure positive identification, including photographs, of demonstrators in violation for later testimony.
- g. The Legal Affairs will be consulted to determine the need for an injunction of civil authorities.
- h. If court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.

3. Violent Disruptive Demonstrations

In the event that a violent demonstration, one in which injury to persons or property occurs or appears imminent, the President will be immediately notified.

a. During Regular Operational Hours

1. The Vice President for Student Affairs and necessary University Police personnel will be summoned to the scene,
2. University Police will ensure sufficient officers are present to contain the violent/disruptive demonstrators. Should an insufficient number of officers be available, assistance will be requested from the Clarksville Police Department and/or Montgomery County Sheriff's Office as needed.

b. After regular operational hours

1. University Police should be immediately notified of the demonstration.
2. The appropriate University Official (s) will be notified and determine the following actions to be taken:
 - a. Determine which, if any, University Official (s) shall respond to the scene.

NOTE: The Director of Public Safety or on-duty Public Safety supervisor will respond to the incident without counsel from others if an immediate response is of paramount importance to the safety and security of persons and/or property.

C. Explosion, Aircraft Crash on or near campus (See ESF 0 Public Safety Emergency Procedures Page 0-3)

In the event an incident occurs involving the explosion or a downed aircraft on campus the following action will be taken:

1. Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris that may result from secondary explosions or facility damage.
2. The University Police should be notified as soon as possible.
3. If necessary, or when directed to do so, activate the building fire alarm. **CAUTION: THE BUILDING ALARM RINGS ONLY LOCALLY INSIDE THE BUILDING - YOU MUST REPORT THE EMERGENCY TO THE UNIVERSITY POLICE AS SOON AS POSSIBLE.**
4. Assist the handicapped in exiting the building. Do not use the elevators in case of fire.
5. Once outside, move to a clear area that is at least 1,000 feet away from the affected area.

Keep streets and walkways clear for emergency vehicles and crews.

6. If requested, assist emergency personnel as necessary.
7. Do not return to an affected area unless instructed to do so. Stay clear of the emergency area and/or affected buildings to reduce the chances of interference with responding emergency personnel.

IF AN EXPLOSION OCCURS

- a. Remain calm.
- b. Be prepared for possible further explosions.
- c. Begin an orderly exit from the building.
- d. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
- e. Be guided by police, fire or emergency medical services personnel. If evacuation is ordered, proceed to one of the designated exits.
- f. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.). If you perform reasonable assistance you are protected by the Good Samaritan Law.
- g. If a person is seriously injured, contact the Austin Peay State University Police at 931-221-7786 or 911.
- h. Open doors carefully. Watch for falling objects.
- i. Do not use elevators.
- j. If requested, accompany and assist persons with disabilities, who appear to need direction or assistance.
- k. Do not use matches or lighters.
- l. Avoid using cell phones.

D. Earthquake

During an earthquake, actual or caused by explosion, etc., remain calm and quickly follow the steps outlined below:

1. **If INDOORS**, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment if possible.
2. **If OUTDOORS**, move quickly away from buildings, utility poles, and other structures. **CAUTION:** Always avoid power or utility lines as they may be energized.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in your vehicle for the shelter it offers.
4. After the initial shock, remain alert for after-shocks or subsequent explosions.
5. Damaged facilities should be reported to Physical Plant Operations.
6. If an emergency exists, activate the building alarm. **CAUTION: THE BUILDING ALARM RINGS LOCALLY INSIDE THE BUILDING - YOU MUST REPORT THE EMERGENCY TO THE UNIVERSITY POLICE AS SOON AS POSSIBLE.**

E. Severe Weather Emergency Tornado, Severe Lightning Preparedness *(See ESF 0 Public Safety Emergency Procedures Page 0-4)*

The primary context of this plan is for severe weather catastrophes. However, the basic emergency procedure is adaptable to other isolated occurrences.

1. Execution

a. Overall Operations

The University Police will monitor the National Weather Service radio and other weather information outlets for notification of potential severe weather reports for the immediate area:

Tornado/Thunderstorm/Wind WATCH - indicates that atmospheric conditions are conducive for the development of the stated warning. Normal operations will continue. Employees should monitor weather conditions closely and be prepared to act without warning if necessary. The University Police will issue notification through the campus wide siren system and the public address system located on police vehicles when necessary. .

Tornado/Thunderstorm/Wind WARNING - indicates that the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, the University Police will issue notification through the campus wide siren system and the public address system located on police vehicles when necessary.

NOTE: Weather conditions can deteriorate rapidly, without warning; therefore, everyone should maintain a close watch on weather conditions via Internet, radio, and/or through personal observation. Individuals need to be prepared to act without notification when severe weather is experienced.

b. Action(s)

Hazardous weather conditions can develop in seconds and will not allow for formal means of communication. In the event an employee feels that weather is immediately threatening they will initiate the following actions:

Shelter in Place - Instruct students, employees and others in the immediate area to find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a ball' or fetal position near the wall, place their hands over their head and remain in the position until severe weather passes.

DO NOT LEAVE THE BUILDING OR INITIATE A BUILDING EVACUATION DURING THESE CIRCUMSTANCES. When severe weather strikes, power may be disrupted causing alarms to sound. If fire is not immediately present and a clear exit is maintained, everyone should remain in position until the weather passes.

IF A TORNADO WARNING HAS BEEN ISSUED FOR YOUR AREA

- a. Stay inside and be alert to falling objects
- b. Stay away from windows, mirrors, glass and unsecured objects such as filing cabinets or bookcases
- c. Proceed to below-ground-level or central hallway of the building if possible
- d. Do not use elevators
- e. If requested, assist persons with disabilities to the safest area on the same floor
- f. Identify the appropriate place in your building to seek shelter should a tornado occur
- g. Listen to weather

F. Snow, Ice Flooding

Snow, ice or flooding can make travel to and from campus hazardous. When the potential or conditions develop that would make travel to and from the campus hazardous, the following steps will be followed:

1. University Police will monitor the National Weather Service broadcasts, local reports; contact the Department of Transportation Road Condition Office. Upon receipt of information that would or has the potential to make travel hazardous, the Supervisor or senior officer will initiate the notification of the Director of Public Safety.
2. The Director will contact the President and other members of the Emergency Operations Center as directed.
3. The President or designee will determine if the University operations are to be suspended. If they are to be suspended the remainder of the President's Cabinet will be notified.
4. University notifications via internet and text messaging system will be initiated.
5. The University Police and Facilities will initiate steps to secure the University facilities and grounds, preventing entry to the campus under hazardous conditions. University personnel will continue to monitor the weather conditions as well as conditions on campus.

NOTE: University employees should monitor their local media stations for information as to the suspension of University operations. Information will be provided to local news media as soon as it is determined that the University operations will be suspended. **DO NOT CONTACT PUBLIC SAFETY OR THE PRESIDENT.**

G. Chemical or Radiation Spill *(See ESF 0 Public Safety Emergency Procedures Page 0-5)*

Hazardous chemicals are utilized on campus in various locations. Also, trains, tractor trailers and other vehicles that may be traveling on or near the campus may have hazardous chemicals that could threaten the environment of the campus. The following steps will be followed in the event of a chemical or radiation spill:

1. Any spillage of a hazardous material will be reported to the University Police immediately.
2. When reporting, be specific about the material involved and approximate quantities. University Police will initiate the response of appropriate hazardous material response teams to effectively clean-up the spill.
3. The site should be evacuated immediately and seal it off to prevent further contamination of other areas. **AT NO TIME SHOULD SOMEONE RE-ENTER THE AREA THAT HAS BEEN EVACUATED.**
4. If the evacuation is required, the person on site should activate the building alarm and follow standard evacuation routes that do not cross the area where the spill is located.

IF A CHEMICAL SPILL OCCURS

- a. If toxic chemicals come in contact with your skin, immediately flush the affected area with clean water.
- b. Call Austin Peay State University Police at 931-221-7786 or 911 immediately.
- c. If there is any possible danger, evacuate your area.

IF A CHEMICAL FIRE OCCURS

- a. Remain calm
- b. Call the Austin Peay State University Police at 1-931-221-7786 or 911.
- c. All chemical spills and fires, no matter how small, should be reported.
- d. If the fire is small and you have received training, attempt to put it out with a fire extinguisher or other available means. Do not jeopardize your personal safety.
- e. Never allow the fire to come between the exit and you.
- f. Evacuate your area if you are unable to put the fire out. Close doors and windows behind you to confine the fire. Proceed to an exit.
- g. Do not break windows. Oxygen feeds a fire.
- h. Do not attempt to save possessions at the risk of personal injury.
- i. Do not return to emergency area until instructed to do so by Police or fire personnel.
- j. Planning includes training in proper use of fire extinguishers and knowing their location.

H. Power Outage *(See ESF 0 Public Safety Emergency Procedures Page 0-6)*

IF A POWER OUTAGE OCCURS IN YOUR OFFICE OR BUILDING

- a. Remain calm
- b. Provide assistance to others in your immediate area who may be unfamiliar with the space
- c. If you are in an unlighted area, proceed cautiously to an area that has emergency lights
- d. If you are in an elevator, stay calm. Use the speed dial button or telephone to alert the Austin Peay State University Public Safety Department
- e. If instructed to evacuate, proceed cautiously to the nearest clear exit.
- f. Planning for such situations includes having a flashlight available. Mini flashlights can be kept in purses, jacket pockets and desks.
- g. Call the police at 931-221-7786 or 911

H. Bomb Threat *(See ESF 0 Public Safety Emergency Procedures Page 0-7)*

All staff and faculty are required to report any suspicious packages or objects found on campus to the University Police immediately. In addition, they are to report any bomb threats received via email, telephone or other means of communication.

1. Receipt of Bomb Threat - Anyone receiving a threat that a bomb is located on University property should attempt to obtain the following information:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located? What area?
 - c. Why did you place the bomb?
 - d. What type of bomb is it?
 - e. What is your name?

Normally the caller will not answer these questions, but may make comments. During this time, the person receiving the threat should attempt to hear any background noises, accent of the caller, or any information that may be helpful.

2. Keep talking to the caller as long as possible and record the following information:
 - a. Time of call
 - b. Age and sex of caller
 - c. Speech pattern, accent, nationality, etc.,
 - d. Emotional state of caller
 - e. The number dialed by the caller,
3. Report the incident immediately to the University Police. If possible, have someone contact the University Police while you are on the phone.
4. A decision will be made as to whether the building or area will be evacuated.
 - a. **Evacuation Ordered** - Staff and faculty will assist in the evacuation of the building by ensuring that person(s) leave the area. Individuals evacuating the building shall move to a location that is approximately 1,500 feet away from any buildings. Generally, the parking areas at the farthest points from the buildings are the most acceptable.
 - b. **Evacuation Not Ordered** - In the event an evacuation is not ordered, a covert search may be conducted of the area. Employees will be asked to discreetly check their work areas for any suspicious packages or objects.
5. **Bomb/Suspicious Package/Object Located** - The University Police will order the immediate evacuation of the area and identify and establish an on-site Incident command center. **Two-way radios and cell phones will not be used within 1,500 feet of the suspected device! All personnel to cease use of radios.**

**IT IS POSSIBLE, ALTHOUGH HIGHLY UNLIKELY, THAT A STAFF MEMBER MAY SOMEDAY RECEIVE
A THREATENING TELEPHONE CALL**

IF YOU RECEIVE A TELEPHONE THREAT

- ❖ Remain calm.
- ❖ Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather important information.
- ❖ Ask these questions in a polite and non-interrogative manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about the device, the validity of the threat, or the identity of the caller:
 1. When is the explosive device set to explode?
 2. Where is the device right now?
 3. What does the device look like?
 4. What kind of explosive device is it?
 5. What will cause the device to explode?
 6. Did you place the explosive device on our campus?
 7. Why?
- ❖ Upon completion of the call, immediately notify Austin Peay State University Police at 931-221-7786 or 911 and write down the answers of the questions while they are fresh in your head. If a threat has been received by another individual and he/she is relaying this information to you, use the same questions for that individual to get as much information as possible. A suspicious item is defined as anything which is out of place and cannot be accounted for or any item suspected of being an explosive device.

IF YOU RECEIVE A WRITTEN THREAT OR A SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT ANYWHERE ON CAMPUS

- ❖ Keep anyone from handling it or going near it.
- ❖ Notify the Austin Peay State University Police at 931-221-7786 or 911 immediately.
- ❖ Promptly write down everything you can remember about receiving the letter or parcel or finding an object. Police and Fire will need the information.
- ❖ Remain calm. Do not discuss the threat with other staff members.
- ❖ Follow the instructions of the Police or Fire personnel.
- ❖ Planning includes being familiar with the appearance of suspicious packages or letters.

I. Fire (See ESF 0 Public Safety Emergency Procedures Page 0-8)

All incidents of unintentional/non control burn fires will be reported to the University Police immediately whether Fire Department response is required or not. All department heads, supervisors, etc., will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work areas.

All employees shall be made aware of emergency evacuation routes for their work area, the location of fire exit windows, etc. Also, do not use elevators in the event of fire. In addition, the following procedures should be reviewed with employees. Austin Peay State University conducts fire drills twice a semester year, once in the fall and once in the spring. This will assist our student to better understand if there is a fire, what the safest routes and the locations of the holding areas are.

In the event of Fire:

1. If a fire is reported and confirmed, activate the building fire alarm and contact the University Police Department as soon as possible.
 - a. If a minor fire appears controllable, IMMEDIATELY, contact, or direct someone in the area to contact the University Police. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
 - b. On large fires that do not appear controllable, IMMEDIATELY, *activate* the building alarm and contact, or direct someone to contact the University Police Department. Close all doors while exiting the building to reduce oxygen to the flames and slow the spread of fire. DO NOT LOCK DOORS!
2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.
3. If trapped on a second story or higher, hang an article of clothing out of the window to attract the attention of by-standers or emergency personnel. Anyone trapped in the room should remain close to the floor to avoid smoke.
4. During the evacuation, direct crowds away from fire hydrants, roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons that may be trapped inside. DO NOT ATTEMPT TO RESCUE, NOTIFY EMERGENCY SERVICES PERSONNEL ON THE SCENE.

In the event of Fire Alarm activation:

All University personnel will immediately *evacuate* the building in the *event* the fire alarm activates, unless otherwise directed by authorized personnel. The absence of smoke, odors or other signs of fire DO NOT *have* to be present.

University Police may order Officers to enter and search the building dependent upon, but not limited to the following factors:

1. Response time and availability of properly trained fire department personnel, or,
2. extent of fire engagement to the building, or,
3. to assist fire fighters in locating/operating elevators, etc ..

Upon arrival of fire department personnel, the University Police Supervisor will contact the Fire Commander and provide assistance as required. Control of the fire scene will become the responsibility of the Fire Commander upon arrival. University Police will be responsible for crowd control and assist fire department personnel as required.

HOW TO REPORT A FIRE

- ❖ If a burning odor or smoke is present, call 931-221-7786 or 911. Report the exact location of the fire and if known, what is burning.
- ❖ If a fire is detected, sound the building alarm by pulling an alarm station.

RESPONSE TO AUDIBLE ALARMS

- a. If the audible alarm sounds, shut your door to confine the fire. **Evacuate the building immediately.**
- b. **Do not use the elevators.**
- c. If requested, accompany and assist persons with disabilities who appear to need direction or assistance.
- d. People who cannot walk down the stairs should go to the stairwells to wait for fire personnel.
- e. Take with you only essential personal items such as purses and keys.
- f. Never allow the fire to come between the exit and you.
- g. Return to the building only when instructed to do so by Police or Fire Department personnel.
- h. Plan a primary and secondary evacuation routes.

J. Water Damage *(See ESF 0 Public Safety Emergency Procedures Page 0-9)*

IF A WATER LEAK OCCURS OR THERE IS FLOODING

Serious water damage can occur from a numerous sources such as broken pipes, clogged drains, damaged skylights or windows, or construction damage

- a. Remain calm.
- b. Notify the Austin Peay State University Police at 931-221-7786 or 911 immediately. Report the exact location and severity of the leak.
- c. If there are electrical appliances or outlets near the leak, use extreme caution to avoid electrocution. If there is any possible danger, evacuate the area immediately.
- d. If you know the source of the leak and are confident of your ability to stop the leaking (i.e., unclog drain, turn off water, unplug appliances from wall and floor sockets, etc.) then do so.
- e. Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or remove immediate water damage, such as covering objects with plastic sheeting and moving small or light objects out of harm's way.

K. Violent or Criminal Behavior

The University Police Department provides police services 24 hours a day. University Police Officers are state certified police officers that have received training in responding to incidents of violent or criminal behavior. In the event of violent, hostile or criminal behavior, immediately contact the University Police. In addition,

1. Leave the immediate area whenever possible and direct others to do so,
2. If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from any armed offender.

L. Active Shooter *(See ESF 0 Public Safety Emergency Procedures Page 0-10 & 11)*

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building, we recommend the following procedures be followed:

- a. Lock yourself in the room you are in at the time of the threatening activity.
- b. If communication is available, call 911 or Austin Peay State University Police at 931-221-7786.
- c. Don't stay in the open hall.
- d. Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- e. Barricade yourself in the room with furniture or anything you can push against the door.
- f. Lock the window and close blinds or curtains.
- g. Stay away from windows.
- h. Turn all lights and audio equipment off.
- i. Try to stay calm and be as quiet as possible.
- j. If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.

You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.

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. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.

If the person(s) is 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.

The last option you have if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.

If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.

Once the police arrive, obey all commands. This may involve your being handcuffed or made to put 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.

This Emergency Action Plan cannot cover every possible situation that might occur.

Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of a situation of this manner.

Warning Signs

It must be stressed that if you have had contact with **ANY INDIVIDUALS** who display the following tendencies, that you contact the Austin Peay State University Public Safety Department in a timely manner:

- a. Threatens harm or talks about killing other students, faculty or staff.
- b. Constantly starts or participates in fights.
- c. Loses temper and self-control easily.
- d. Swears or uses vulgar language most of the time.
- e. Possesses or draws artwork that depicts graphic images of death or violence.
- f. Assaults others constantly to include immediate family members.
- g. Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- h. Becomes frustrated easily and converts frustration into uncontrollable physical violence.

M. Hostage Situation

If taken hostage, or you witness another person being taken hostage or contained in a specific area:

1. Do your best to appear as calm as possible.
2. The initial 45 minutes are often the most dangerous. Follow instructions, be alert, and stay alive. Captors are emotionally disturbed and it is difficult to predict their response to a given situation.
3. Don't speak unless spoken to and then only when necessary. Don't talk down or attempt to rationalize with the captor.
4. Avoid appearing hostile.
5. Maintain eye contact with the captor at all times if possible, but do not stare.
6. Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid, ask your captors.
7. Be observant and try to remember as many details about your captors as possible. In the event you are released or escape, the personal safety of others may depend on what you remember about the situation.
8. Displaying some fear may work to your advantage.
9. Be prepared for evasive action in the event entry by police is made. Often they will shout instructions. Follow them immediately.

If not taken hostage:

1. Immediately evacuate the building, using the established evacuation route. Carefully avoid the attention of those taking hostages.
2. Take no action to intervene.
3. Call Police at 911 or 4848. Provide as much accurate information as possible and, if it is safe to do so, stay on the line with the dispatcher.

N. Medical Emergency If Someone Becomes ILL (See ESF 0 Public Safety Emergency Procedures Page 0-12)

- a. Call the Austin Peay State University Public Safety Department at 931-221-7786 or 911.
- b. Police will provide or arrange required services, including Emergency Medical Services.
- c. Unless trained, do not attempt to render any first aid before trained assistance arrives
- d. Do not attempt to move a person who has fallen and appears to be in pain.
- e. Limit your communication with ill or injured person(s) to quiet reassurance.
- f. When medical assistance and/or police officers arrive, provide sufficient space for officers and medical professional to provide first aid.
- g. After the person's immediate needs have been taken care of, remain to assist the investigating officer(s) with pertinent information about the incident.
- h. Planning for such emergencies includes being trained in emergency first aid procedures and CPR

O. Suspicious Mail (See ESF 0 Public Safety Emergency Procedures Page 0-13)

IF YOU RECEIVE SUSPICIOUS MAIL

- a. If you receive mail that you suspect is contaminated:
- b. Do not shake it, bump it or sniff it.
- c. Do not open it.
- d. Wash your hands thoroughly with water and soap.

NOTIFY THE AUSTIN PEAY STATE UNIVERSITY PUBLIC SAFETY DEPARTMENT AT EXTENSION 931-221-7786 or 911

WHAT MAKES A PIECE OF MAIL SUSPICIOUS?

- a. If the mail is unexpected or from someone that you don't know.
- b. If it is addressed to someone no longer at the address.
- c. If it is hand written and has no return address.
- d. If you cannot confirm the return address.
- e. If the mail is lopsided, lumpy or is oil stained.
- f. If it is sealed with excessive amounts of tape.

- g. If it has restrictive endorsements, such as "Personal" or "Confidential".
- h. If it has excessive postage.
- i. If it has powder on it.
- j. If the mail is questionable because it is handwritten or has no return address, the mail may be returned to the mailroom, unopened, with an explanation to the Mail Room Supervisor indicating why it is suspicious

P. Crime Prevention (*See ESF 0 Public Safety Emergency Procedures Page 0-14*)

HERE ARE A FEW SUGGESTIONS FOR WHAT YOU MIGHT DO TO PREVENT A CRIME IN YOUR AREA:

- a. Lock your door, even if you are just going down the hall. It takes a thief 3 minutes or less to enter your home and steal your property.
- b. Lock your doors/desk and file cabinets.
- c. Do not leave messages on your door indicating that you are away and when you will be back.
- d. If a stranger asks to use your phone for an emergency call, refuse to allow them to use your phone.

- e. Do not put your address on your key chain.
- f. Do not leave keys in hiding places.
- g. Call Austin Peay State University Police at 931-221-7786 or 911 to report suspicious person(s) or activity.

WHEN WALKING

- a. Avoid walking alone at night unless absolutely necessary.
- b. Walk purposefully, know where you are going, and project a no-nonsense image.
- c. Contact the Austin Peay State University Police at 931-221-7786 or 911 for any assistance that is needed.

PROTECTING YOUR AUTO OR BICYCLE

- a. Always lock your car and secure your bicycle.
- b. Roll the windows all the way up.
- c. Do not leave tempting valuables or property visible inside your car. Lock these items in the trunk.

COMPUTER SAFETY

- a. Have your computer secured with an approved lock down advice.
- b. Secure laptops in locking cabinets when not in use.
- c. Back up your work and always password protect your computer.

Q. National Security Advisory System

The National Security Advisory System was created to provide guidance for state and local agencies to share information and provide guidance for protective measures to be implemented. ¹ The U.S. Department of Homeland Security uses a 5 tier scale to indicate the level of preparedness and prevention.

Level	Description
SEVERE	Severe Risk of Terrorist Attacks- Level RED
HIGH	High Risk of Terrorist Attacks- Level ORANGE
ELEVATED	Elevated Risk of Terrorist Attacks Level YELLOW
GUARDED	Guarded Risk of Terrorist Attacks- Level BLUE
LOW	Low Risk of Terrorist Attacks- Level GREEN

In the event that the alert level has been elevated, the University Emergency Response Plan is implemented and a review of Homeland Security Advisories and information from other sources is evaluated. NOTE: Alert status may be elevated for a specific industry or geographical area, such as; transportation or the northeastern states.

Based on the specific information regarding an alert, a decision will be made for the University to:

- Continue to operate as normal,
- Close University operations for a specified period of time,
- Institute protective and monitoring procedures (restricting access to parking, facilities, or redirecting traffic on campus),

This information will be disseminated to the University community via all possible methods of communication.

R. Gunshots Heard/Workplace Violence *(See ESF 0 Public Safety Emergency Procedures Page 0-15 & 16)*

Workplace violence may take many forms and may include use of deadly weapons. Advance warning of the violence is unlikely.

Gunshots Heard

If you are involved in a situation where gunshots are heard, the following actions are recommended:

1. Exit the building immediately.
2. Notify anyone you may encounter to exit the building immediately.

Call Police at 911 or 4848 and provide details of the situation.

¹ *Threats and Protection*, US Department of Homeland Security, *retrieved from* http://www.fema.gov/media-library-data/8ca0a9e54dc8b037a55b402b2a269e94/CPG201_htirag_2nd_edition.pdf August 2013.

If you are directly involved and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office.
2. Close and lock or barricade the door.
3. Cover the door windows and turn off lights.
4. Keep quiet and act as if no one is in the room.
5. DO NOT answer the door.
6. Call Police at 911 or 4848, and inform of:
 - a. Your name
 - b. Your location (be specific as possible)
 - c. Number of shooters (if known)
 - d. Identification of shooter(s)
 - e. Number of person involved in situation (if known)
7. Wait for emergency responders to assist you out of the building.

S. Workplace Violence

IF WORKPLACE VIOLENCE OCCURS

Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information is a starting place for workplace violence education and a safer, healthier workplace for everyone.

EXAMPLES OF WORKPLACE VIOLENCE

- a. Threats direct or implied.
- b. Physical conduct that results in harm to people or property.
- c. Conduct which harasses, disrupts, or interferes with another individual's performance.
- d. Conduct that creates an intimidating, offensive or hostile environment.

POTENTIAL WARNING SIGNS

- a. Verbal, nonverbal or written threats.
- b. Fascination with weapons or violence.
- c. New or increased stress at home or work.
- d. Expressions of hopelessness or anxiety.
- e. Insubordinate behavior.
- f. Dramatic change in work performance.
- g. Destruction of property.
- h. Drug or alcohol abuse.
- i. Externalization of blame.

RISK FACTORS THAT CONTRIBUTE TO WORKPLACE VIOLENCE

- a. Termination of employment.
- b. Disciplinary actions.
- c. Ongoing conflicts between employees.
- d. Domestic or family violence and/or financial problems.

WORKPLACE VIOLENCE PREVENTION

- a. Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- b. Tell your supervisor when you notice unusual or suspicious behavior.
- c. Attend a violence prevention seminar that includes training in conflict resolution and positive ways of dealing with hostile individuals.
- d. Get acquainted with the Austin Peay State University Public Safety Department. Do not hesitate to call 931-221-7786 or 911 for help.
- e. Finally, remember: a safe workplace is everyone's responsibility.

REPORTING WORKPLACE VIOLENCE

- a. Incidents of workplace violence concerning Employees should be reported to the Department head
- b. Incidents of workplace violence concerning Department Head's should be reported to the Office of Human Resources
- c. Incidents of workplace violence concerning Students should be reported to the Dean of Students

Remember to never put yourself in harm's way.