



EMERGENCY RESPONSE PLAN

Media Version

Revised August 2023

Table of Contents

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

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

28.	WEBEOC	24
29.	Handling of Campus Farm Animals.....	25
30.	Mutual Aid Agreement with the Tennessee Board of Regents System, Resource Sharing in an Emergency	25

List of Appendices:

Appendix A	- Municipal Emergency Telephone Numbers	26
Appendix B	- UTM Emergency Management Team Contact Numbers	27
Appendix C	- Significant Occupational Services, UTM Personnel Home Telephone Numbers.....	28
Appendix D	- Recall List for Department of Public Safety.....	30
Appendix E	- Campus Building Managers and/or Emergency Contacts	31
Appendix F	- Campus Residence Buildings Emergency Contacts	33
Appendix G	- Campus Map	34
Appendix H	- Weekday After-Office Hours Contacts.....	35
Appendix I	- Weekend Hours.....	36
Appendix J	- University Radio Communication Resources	37
Appendix K	- Amateur Radio Operators	38
Appendix L	- University-Owned Vehicles.....	39
Appendix M	- Utilities Contacts.....	40
Appendix N	- Emergency Resource Information	41
Appendix O	- Emergency Notification Information.....	42
Appendix P	- Fire Drill Procedures for Academic Buildings	44
Appendix Q	- Bomb Threat Procedures	45
Appendix R	- Tornado Procedures	49
Appendix S	- Earthquake Procedures	50
Appendix T	- Flu Pandemic Response Plan	51
Appendix U	- Classroom Response to Armed Intruders	56
Appendix V	- Public Safety Response to Armed Encounters.....	59
Appendix W	- Mutual Aid Agreement with City of Martin	62
Appendix X	- Mutual Aid Agreement with Weakley County Emergency Management Agency	67
Appendix Y	- Academic Affairs Emergency Response Plan	68
Appendix Z	- Emergency Response Procedure, Vice Chancellor for Finance and Administration	77
Appendix AA	- Emergency Response Plan, Division of Student Affairs	78
Appendix BB	- University Advancement Emergency Response Plan.....	85
Appendix CC	- Office of University Relations Crisis Communications Plan	92
Appendix DD	- Miscellaneous Institutional Resources.....	94
Appendix EE	- Automated External Defibrillators.....	95
Appendix FF	- Vendor Call List.....	101
Appendix GG	- Information Technology Services Emergency Response Plan.....	104
Appendix HH	- Mutual Aid Agreement with the Tennessee Board of Regents System, Resource Sharing in an Emergency	114
Appendix II	- Waiver of Liability form (for Volunteers)	121

EXECUTIVE POLICY

The UT Martin Emergency Response Plan is promulgated and endorsed by the Chancellor who maintains a primary role in the campus emergency planning process. This revision to the Plan has been coordinated by the Emergency Management Coordinator with affected campus organizations whose representatives have thoroughly reviewed and updated their respective parts of the Plan. The Emergency Response Plan addresses issues that UT Martin may be confronted with during the time of crisis. As evidenced by the signatures below, we hereby authorize the Emergency Response Plan as the governing and official document to be utilized as a guide during an emergency or crisis affecting this campus.

August 21, 2023

Date



Dr. Nancy Freeman,
Chancellor
University of Tennessee at Martin



Dr. Philip Acree Cavalier,
Provost and Senior Vice Chancellor
for Academic Affairs



Mrs. Petra McPhearson,
Senior Vice Chancellor for Finance and
Administration



Dr. Andy Lewter,
Vice Chancellor for Student Affairs



Dr. Charley Deal,
Vice Chancellor for University Advancement



Mr. Bud Grimes,
Vice Chancellor for Communications
and Marketing



Mr. Kurt McGuffin,
Vice Chancellor and Director of Athletics



Dr. Mark McCloud,
Vice Chancellor for Diversity and Inclusion



Mr. Michael O'Neill,
Director of Public Safety



Mr. Ted Council,
Environmental Health and Safety Officer




Ms. Amy Belew,
Vice Chancellor and Chief Information Officer

EXECUTIVE POLICY


The UT Martin Emergency Response Plan is promulgated and endorsed by the Chancellor who maintains a primary role in the campus emergency planning process. This revision to the Plan has been coordinated by the Emergency Management Coordinator with affected campus organizations whose representatives have thoroughly reviewed and updated their respective parts of the Plan. The Emergency Response Plan addresses issues that UT Martin may be confronted with during the time of crisis. As evidenced by the signatures below, we hereby authorize the Emergency Response Plan as the governing and official document to be utilized as a guide during an emergency or crisis affecting this campus.

August 21, 2023


Date




Dr. Nancy Freeman,
Chancellor
University of Tennessee at Martin



Dr. Philip Acree Cavalier,
Provost and Senior Vice Chancellor
for Academic Affairs



Mrs. Petra McPhearson,
Senior Vice Chancellor for Finance and
Administration



Dr. Andy Lewter,
Vice Chancellor for Student Affairs




Dr. Charley Deal,
Vice Chancellor for University Advancement



Mr. Bud Grimes,
Vice Chancellor for Communications
and Marketing



Mr. Kurt McGuffin,
Vice Chancellor and Director of Athletics



Dr. Mark McCloud,
Vice Chancellor for Diversity and Inclusion



Mr. Michael O'Neill,
Director of Public Safety



Mr. Ted Council,
Environmental Health and Safety Officer



Ms. Amy Belew,
Vice Chancellor and Chief Information Officer

[\[Return to](#)

[Table of Contents\]](#)

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

The Emergency Response Plan is a multi-year strategic plan developed in coordination with our stakeholders. An Advisory Committee shall meet at least once per year and will communicate throughout the year as needed to provide coordinated input from the emergency management program stakeholders for the preparation, implementation, evaluation, and revision of the Emergency Response Plan. Attendance rosters and minutes of these meetings addressing any problems that were identified and their resolution shall be documented and maintained in the Emergency Management Coordinator's files. The Advisory Committee includes:

- Chancellor, Dr. Yancy Freeman
- Provost and Senior Vice Chancellor for Academic Affairs, Dr. Philip Acree Cavalier
- Vice Chancellor for Finance & Administration, Ms. Petra Rencher McPhearson
- Vice Chancellor for Student Affairs, Dr. Andy Lewter
- Vice Chancellor for University Advancement, Jeanna Swafford
- Director of Public Safety, Mr. Michael O'Neill
- Safety Officer, Mr. Ted Council
- Safety and Emergency Management Coordinator, Mr. Charles Jahr

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

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

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

- A. **MINOR EMERGENCY:** Any potential or actual incident that does not seriously affect the overall functional capacity of the University. Emergencies in this category will be handled according to the established procedures of those work units responsible for responding to these emergencies. Notifications to higher authority will be made consistent with the protocols of the responding work units.
- B. **MAJOR EMERGENCY:** Any potential or actual incident that substantially disrupts a significant portion of the overall operations of the University. Outside emergency services, as well as major commitment of campus support services, may be required. The Department of Public Safety will take immediate action to meet the emergency and safeguard persons and property. Major policy considerations will be required from higher levels of campus authority. The Emergency Response Plan may be activated at the direction of the Chancellor or his designee.
- C. **DISASTER:** An event or incident occurs which seriously impairs or halts the operations of the University. A disaster may result in multiple casualties and severe property damage. A coordinated effort of all campus services will be required. Outside emergency resources will be required. The emergency response plan will be activated by the Chancellor or his designee.

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

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

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

The director of the Department of Public Safety, or in his absence, the highest ranking officer contacted, will take immediate steps to intervene in the emergency and contact the Vice Chancellor for Finance and Administration. If the Vice Chancellor for Finance and Administration cannot be contacted, the Chancellor will be contacted. If it is not possible to contact the Chancellor, efforts will be made to contact a Vice Chancellor in the order specified in section 6 of this plan. If neither the Chancellor nor a Vice Chancellor can be contacted, a member of the Emergency Management Team (EMT) will be contacted.

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

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

5. INCIDENT MANAGEMENT [\[Return to Table of Contents\]](#)

The UT Martin emergency management program documented in the Emergency Response Plan formally adopts an incident management system, specifically the National Incident Management System (NIMS)/Incident Command System (ICS) and its components. The system includes but is not limited to the following concepts: modular organization, unified command, multi-agency coordination, span of control, common terminology, action planning process, comprehensive resource management, integrated communications, and predesignated facilities.

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

In an emergency situation the lines of succession, or “chain of command,” shall be:

- Chancellor
- Senior Vice Chancellor for Academic Affairs
- Vice Chancellor for Finance & Administration
- Vice Chancellor for Student Affairs
- Vice Chancellor for University Advancement

If the Chancellor is unavailable, the Vice Chancellor for Academic Affairs assumes command, if both the Chancellor and the Vice Chancellor for Academic Affairs are unavailable, then the Vice Chancellor for Finance and Administration assumes command, and so on.

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

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

- Senior Vice Chancellor for Academic Affairs
- Vice Chancellor for Finance & Administration
- Vice Chancellor for Student Affairs
- Vice Chancellor for University Advancement
- Vice Chancellor for Communications and Marketing
- Safety Officer
- Others as designated by the Chancellor

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

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

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

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

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

The location of the Emergency Operations Center (EOC) will be the Conference Room in Information Technology Services (IT) in Crisp Hall. In the event Crisp Hall has been damaged to the extent it is not functional, the Garden Room at the Alumni Center will be the EOC. If neither of these locations is usable, the Maintenance Center conference room will be the EOC. The Emergency Management Coordinator will oversee operations within the EOC. Members of the Emergency Management Team, and others as designated by the Chancellor, will be present in the EOC. All activities will be monitored and coordinated from the EOC. Requests for personnel, equipment, and supplies, regardless of the source, will flow through the EOC to ensure a coordinated effort and to ensure the best use of the resources needed to handle the emergency situation.

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

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

- To seek policy decisions and direction from Emergency Policy Group.
- To receive, prioritize, route and disseminate information.
- To provide resources needed by the campus.

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

- To coordinate and provide support to field activities.
- To coordinate support for emergency responders.
- To deal with issues that are beyond the scope of the field operations.

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

- A. Emergency Operations Center Manager** (Emergency Management Coordinator or Designee – TEMA Local Emergency Manager Training Requirements)
- Liaises with the Emergency Policy Group.
 - Directs activities and organization of the EOC.
 - Determines levels of staffing needed in the EOC.
 - Provides regular updates to the Public Information Officer on emergency response activities.
 - Provides information and updates from the Emergency Policy Group to EOC staff.
- B. Safety Officer** (Environmental Health and Safety – Management Level NIMS/ICS Training)
- Responsible for the health and safety of the emergency response staff.
 - During the emergency, provides the overall safety authorization for operational activities prior to implementation.
 - Provides advice to the Emergency Management Group regarding protective actions. Personal protective equipment requirements, exposure risks (physical, chemical, biological, electrical, radioactive, etc.) and recommended protective strategies.
- C. Public Information Officer – PIO** (Director of University Relations or Designee – Management Level NIMS/ICS Training)
- Acts as the University’s spokesperson during and following the emergency.
 - Communicates current information *internally* to the EOC and *externally* to the University of Tennessee at Martin Community and Media.
 - Serves as the primary contact to external agency PIO’s.
 - Liaises with the communications staff to produce media statements, protective action decision statements and staff guidance documents.
 - Takes a lead role in identifying subject matter expert spokespersons as appropriate or required.
 - Establishes and updates emergency email listservs, message signs, and web sites.
 - Within communications, establishes Community/Public Inquiry and Rumor Control functions to research and collect information to support EOC planning objectives, to assist the Emergency Policy Group in the development of key messages, and that may impact emergency response operations.
 - Monitors the EOC activity in order to provide input to the Emergency Policy Group when formulating key messages.
- D. Liaison Officer** (Member of Public Safety or Designee – Management Level NIMS/ICS Training)
- Interfaces with external Emergency Response Agencies (e.g., fire, law enforcement, TEMA, etc.) volunteer support groups, other institutions, etc., as needed.
 - Serves as advisor to the Emergency Manager regarding plans, standard operating procedures (SOP’s) and mutual aid agreements.
 - During the emergency, coordinates general situation status reports and briefing notes (even after interfaces are established between NIMS staff and external organizations and their respective NIMS sectional counterparts in the University of Tennessee at Martin’s EOC).

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

- Provides direction to Duty Officers and Administration Section staff regarding activation, set-up, and operational process flow for the Emergency Operations Center until “operational status” is declared, and authority is transferred to the Emergency Manager (EOC).
 - Provides ongoing interpretation and advice to the Emergency Manager (EOC) regarding emergency management plans, practices, protocols and available resources.
 - Requests external operational information (i.e., operational situational reports, incident action plans and updates) from external agencies and support groups as required and via the scribe, Finance/Administration Section Chief, Duty officers, directs it to the appropriate functional cells such as Planning, Operations, Logistics or Finance/Administration section.
- E. Scribe** (Vice Chancellor of University Advancement or Designee – Basic Operational Level NIMS/ICS Training)
- Documents all objectives, decisions and action plans created by the Emergency Management Group.
 - Processes the dissemination of information from the EOC, from other internal University emergency management meetings and other related information.
 - Provides situational report updates and informational briefings from the Emergency Management Group via the Administration/Finance Section Chief and Duty Officers to direct it to appropriate functional cells such as Planning, Operations, Logistics or Finance/Administration.
- F. Duty Officers** (Administrative Assistants and Directors – Basic Operational Level NIMS/ICS Training)
- Assist in the set-up of the EOC and its equipment and assist with the response to the initial receipt of emergency information.
 - Once the EOC is active, receives all general incoming calls and routes them to the appropriate NIMS functional cells for action.
 - Responsible for all initial outgoing operational communications until the NIMS structure is in place and designated positions can communicate directly with their NIMS counterparts in other agencies.
 - Maintains a log of all requests, actions taken, and decisions made and routed through the Duty Officers.
 - Coordinates with the Administration Section Clerk to update all situational boards, visual displays and electronic logs.
 - Coordinates with the scribe to provide situational report updates and informational briefings from the Emergency Management Group to the Administration/Finance Section Chief to produce reports and direct them to the appropriate functional cells such as Planning, Logistics, Operations or Finance/Administration.
 - Ensures records of all EOC activity are maintained and filed by the staff of the Finance/Administration Section.

9. NIMS FUNCTIONAL GROUPS (also known as GENERAL STAFF) [\[Return to Table of Contents\]](#)

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

A. Operations Section

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

Security: (Director of Public Safety, one of the Lieutenants of Public Safety, or Designee – Basic Operational Level NIMS/ICS Training)

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

Facilities: (Director of Physical Plant or Designee – Basic Operational Level NIMS/ICS Training)

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

Computing & Network Services (Chief Information Officer of ITS or Designee – Basic Operational Level NIMS/ICS Training)

- Maintains the central data and computing infrastructure.
- Assesses operational status of campus data and computing services.
- Ensures support to emergency data network and computing application services.
- Directs restoration of central computing and networking infrastructure and services, arranging for emergency repairs.
- Leads the provision of technical support for campus telephone and communication systems used in the emergency response.
- Directs restoration of communications services on campus, arranging for emergency repairs.
- Establishes alternate means of communication when necessary and provides communications capabilities to support EOC operations.
- Manages the technical requirements of the Ham Radio Service for EOC operations.

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

- Assesses the need for and initiates appropriate actions (e.g. ensure availability of enterprise services such as internet access, email, voice communications, text messaging, central web service and student service applications) to ensure availability of enterprise services to support EOC priorities.
- Ensures that the University's "external" and central "internal" website is operational and updated as necessary (i.e. approved messages by the PIO) are available to be used by the Department of University Relations as a primary communication medium during and after an emergency.

Care/Shelter: (Vice Chancellor for Student Affairs, Director of Student Housing, Dining Services or Designee – Basic Operational Level NIMS/ICS Training)

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

B. Planning Section

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

Planning Section Chief: (Executive Assistant to the Vice Chancellor for F&A for Strategic Initiatives or Designee – Management Level NIMS/ICS Training)

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

Facilities: (Assistant Director of Physical Plant or Designee – Basic Operational Level NIMS/ICS Training)

- Provides information regarding campus lands, facility layout, design and infrastructure, and visually displays information in the EOC as required.
- Liaises with the State Fire Marshall, Director of Safety (Emergency Management Group) to determine appropriate evacuation routes and sheltering facilities.
- Assist in damage assessment of facilities and production of inspection and status reports.

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

- Coordinates with the Director of Physical Plant (EOC Operations Section) and the Office of Business Services to produce ballpark estimates of damage, loss and reconstruction/repair cost.
- Assist Planning and Analysis Chief and Operations Section Chief in determining emergency repair priorities.

Students: (Assistant Vice Chancellor for Student Affairs or Designee – Basic Operational Level NIMS/ICS Training)

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

Academic: (Associate Vice Chancellor for Academic Affairs or Designee – Basic Operational Level NIMS/ICS Training)

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

C. Logistics Section

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

Logistics Section Chief: (Office of Business Services or Designee – Management Level NIMS/ICS Training)

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

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

Procurement: (Purchasing – Basic Operational Level NIMS/ICS Training)

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

Human Resources: (Director of Human Resources or Assistant - Basic Operational Level NIMS/ICS Training)

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

NGO Support (Volunteers): (Director of Athletics or Assistant – Basic Operational Level NIMS/ICS Training)

- Coordinates support from the University Campus and surrounding community, including NGO Support Groups (i.e. Red Cross, Salvation Army).
- Coordinates all volunteer resources to support the University's emergency response and recovery needs.
- With support from Human Resources and other staff, sets up processes for registering, screening and managing volunteers. This may include background checks, emergency contact numbers, signed release from liability (refer to Appendix II), etc.
- Arranges for volunteer support coverage and deploys as requested by Operations Section. An example may be requesting first aid and/or triage support from our on-campus Nursing Program student volunteers.

Transportation: (Supervisor of Transportation Services or Designee – Basic Operational Level NIMS/ICS Training)

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

Food: (Dining Services – Basic Operational Level NIMS/ICS Training)

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

D. Finance & Administration Section

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

Finance and Administration Chief: (Director of Budget and Management Reporting or Designee – Management Level NIMS/ICS Training)

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

Insurance: (Coordinator of Contracts or Designee – Basic Operational Level NIMS/ICS Training)

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

Human Resources: (Payroll Services – Basic Operational Level NIMS/ICS Training)

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

Field Operations Command Post

Incident Commander: (Director of Public Safety, Lieutenant or designated police supervisor – Incident Commander Level NIMS/ICS Training)

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

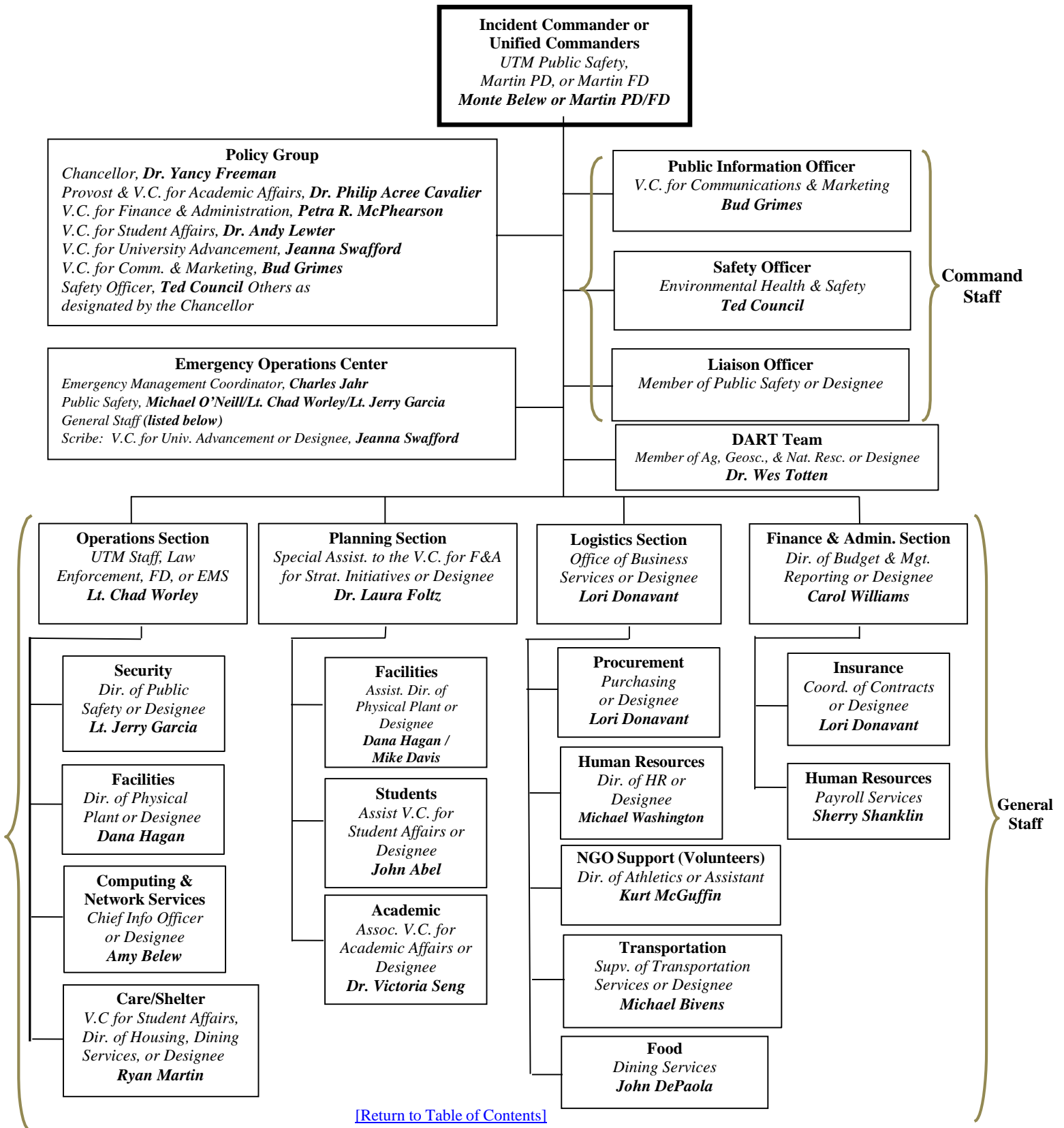
The IC remains in control until relieved by a higher authority at the site, or by a senior officer of an appropriate first response agency such as Police, Fire or Emergency Medical Services. Once a higher authority is at site, the University’s Emergency Response Team takes direction from the Senior Officer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

The Incident Commander is responsible for the following:

- Establishing a “hot zone” inner and outer perimeters to protect responders and members of the University community.
- Implementing the command system at the site.
- Assessing the nature and magnitude of the emergency.
- Determining the immediate threat to human life and structures.
- Determining the need for site evacuation and carrying out evacuations as necessary.
- Providing emergency search, rescue, and first aid until supported by municipal first response agencies.
- Coordinating information and activities with the EOC Manager, once activated.

**SAMPLE NIMS/ICS ORGANIZATION CHART
FOR EMERGENCY RESPONSE PERSONNEL**

1/2022



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

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

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

PRIORITY 1

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

PRIORITY 2

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

PRIORITY 3

1. Survey of valuable materials and equipment (Library, laboratories, etc.).
2. Survey of records, documents, and data.
3. Survey of academic and other departmental requirements.
4. Determination and consideration of fiscal concerns.
5. Determination and consideration of legal/liability concerns.
6. Acquisition of necessary supplies and equipment and renewal of outside sources.
7. Resumption of academic and other programs to the greatest extent possible.
8. External notifications or resumption of services.

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

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

CHANCELLOR

(Executive Level NIMS/ICS Training)

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

VICE CHANCELLOR FOR ACADEMIC AFFAIRS

(Management and Executive Levels NIMS/ICS Training)

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

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

(Management and Executive Levels NIMS/ICS Training)

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

VICE CHANCELLOR FOR STUDENT AFFAIRS

(Management and Executive Levels NIMS/ICS Training)

1. Coordinate all activities related to housing, shelters, evacuation locations, and other matters regarding University community members' safety and well-being.
2. Coordinate activities related to providing food services to the University community.
3. Coordinate the use of Student Health Services and Nursing Department personnel.

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

4. Coordinate the delivery of psychological attention to trauma victims.
5. Establish an information system for inquiries concerning the well-being of members of the University community.
6. Other duties as assigned by the Chancellor.

VICE CHANCELLOR FOR UNIVERSITY ADVANCEMENT

(Management and Executive Levels NIMS/ICS Training)

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

CHIEF INFORMATION OFFICER

(Basic Operational Level NIMS/ICS Training)

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

VICE CHANCELLOR FOR COMMUNICATION & MARKETING (PUBLIC INFORMATION OFFICER)

(Management Level NIMS/ICS Training)

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

DIRECTOR OF PUBLIC SAFETY

(Incident Commander Level NIMS/ICS Training)

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

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

10. Serve as the initial commander of the command post.
11. Maintain communications with the EOC.
12. For incidents involving criminal actions prepare (or supervise the preparation) after action reports and act as a court liaison for such incidents. (For juvenile operations refer to Public Safety General Order 160.01.)

DIRECTOR OF PHYSICAL PLANT

(Basic Operational Level NIMS/ICS Training)

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

ENVIRONMENTAL HEALTH AND SAFETY OFFICER

(Management Level NIMS/ICS Training)

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

EMERGENCY MANAGEMENT COORDINATOR

(Includes duties as UT TEMA Field Representative – TEMA Local Emergency Manager Training)

1. Supervise the support staff necessary to maintain the EOC. The Emergency Management Coordinator serves as a single point of contact and the coordinator for the incident management system implementation.
2. Maintain record of communications to and from EOC.
3. Provide the equipment required to support the EOC function.
4. Maintain record of actions taken by EOC.
5. Be the primary liaison with the Weakley County Emergency Management Director.
6. Maintain unit Emergency Preparedness Plans in accordance with state requirements.
7. Participate in required training, exercises and meetings.
8. Be on call 24/7 and keep contact information current with UT Emergency Services Coordinator (ESC).
9. Be knowledgeable of the Tennessee Emergency Management Plan, local plans and the National Incident Management System.
10. Establish networks of key unit personnel to enable effective emergency planning and response.
11. Report any emergency that requires building evacuation to the UT ESC immediately.
12. Establish communication with the UT ESC upon activation of local or state Emergency Operation Centers and keep UT ESC informed of activities.
13. Function as the primary emergency contact for direction and coordination with TEMA for University activities and commitment of local resources during actual emergencies.
14. Keep unit leadership informed of emergency activities.

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

15. Maintain event log and decision record during emergencies.
16. Provide the following information to the UT ESC on the impact of the disaster on UT campus/institute:
 - Number of deaths, victims & injuries,
 - Needs of the victims,
 - Impact on infrastructure, citizenry, and university operations,
 - Boundaries of the disaster area,
 - Social, economic, and political impacts,
 - Jurisdictional boundaries involved,
 - Status of transportation systems and networks,
 - Status of communications systems,
 - Status of staging areas, casualty collection points, evacuation points, etc.,
 - Status of EOCs, public safety facilities, and other critical sites,
 - Weather conditions affecting disaster operations,
 - Status of key personnel,
 - Status of EOC activation,
 - Status of emergency or disaster declaration,
 - Resource shortfalls and capabilities,
 - Status of evacuation efforts, shelter and feeding operations,
 - Major issues/activities being handled by local jurisdictions,
 - Overall priorities for response operations,
 - Status of action plans for upcoming activities,
 - Hazard-specific information,
 - Other information concerning status of disaster situation in affected area(s).
17. Maintain current records and contact information on university expertise in order to provide immediate support to disaster response efforts. Provide recommendations for specific expert mobilization for the ongoing disaster to the UT ESC.
18. Prepare after action reports for man-made and environmental disasters (except for those involving criminal activities that are prepared by the Director of Public Safety or his designee).

HOUSING/RESIDENCE LIFE

(Basic Operational Level NIMS/ICS Training)

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

DIRECTOR OF STUDENT HEALTH SERVICES

(Basic Operational Level NIMS/ICS Training)

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

DINING SERVICES

(Basic Operational Level NIMS/ICS Training)

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

RISK MANAGER

(Basic Operational Level NIMS/ICS Training)

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

DIRECTOR OF ATHLETICS

(Management Level NIMS/ICS Training)

1. Volunteer management.

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

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

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

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

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

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

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

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

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

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

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

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

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

University Relations is responsible for coordinating the University's response to news media inquiries. No University employee other than employees of University Relations will release information to news media representatives unless instructed to do so by the EOC. All news media requests will be directed to University Relations or the EOC. News media personnel will not be allowed into secure areas unless such access is directed by University Relations. Such access will be allowed only after consultation between the Director of University Relations (Public Information Officer) and the commander of the command post.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

On at least an annual basis the Emergency Management Advisory Committee addressed in Section 1, Purpose, will meet to review the Emergency Response Plan to update and modify the Plan as necessary. The Emergency Management Coordinator is responsible for making modifications and maintaining the plan. Additional meetings may be required for planning table-top and full-scale (hands-on) exercises to test portions of the Plan.

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

It is the responsibility of the members of the Emergency Management Team and department/office heads to ensure that they and members of their staffs are knowledgeable concerning the contents of the plan. Emergency Management Team members will receive training in the National Incident Management System (NIMS) method of handling emergency situations as indicated in the chart below. The Chancellor's Staff adopted NIMS into the University Response Plan to facilitate interoperability and compatibility in emergency situations. In April 2014, two TEMA West Region Area Coordinators provided training in NIMS/ICS courses IS-100.HE, IS-200.b, IS-700.a, and IS-800.b (refer to titles in the list below). The training for each course can be found on K@TE and websites that may be used for training additional personnel as a result of attrition or as alternates are identified to assist in the ICS organizational structure.

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

All UT Martin faculty and staff employees that work on the Martin campus are requested to successfully complete a basic life safety level training course in emergency preparedness that is provided on the UT Martin website through Canvas software. The course is titled, "UT Emergency Management Training." Students receive emergency preparedness training during First Year Initiative orientation prior to beginning classes at UT Martin.

Training Levels:

1. Basic Life Safety Level:
 - Canvas course titled, "Emergency Management Training for UT Martin" (All Faculty and Staff Employees on Martin Campus)
 - Emergency preparedness training provided in First Year Initiative orientation prior to beginning classes at UT Martin (Students) and by Residential Housing
2. Basic Operational Level (Positions that provide support to the General Staff Section Chiefs in the EOC):
 - IS-100.C: Introduction to ICS
 - IS-700.B: NIMS, An Introduction
3. Management Level (Command Staff and General Staff Section Chiefs, Vice Chancellors, Emergency Policy Group, Emergency Management Team):
 - IS-100.C - Incident Command System (ICS)
 - IS-700.B - National Incident Management System
 - IS-800.D - National Response Framework (NRF)
4. Incident Command Level (Incident Commander)
 - IS-100.C - Incident Command System (ICS)
 - IS-700.B - National Incident Management System
 - IS-800.D - National Response Framework (NRF)

5. TEMA Local Emergency Manager Training Requirements (Emergency Management Coordinator): Under recent changes to State Law (TCA-58-2-133), the State has established specific criteria for local emergency managers to include qualifications, duties and responsibilities, and minimum training requirements. TEMA has taken these requirements along with existing guidance for local emergency managers and developed the following minimum training requirements for an individual appointed as a local emergency manager:

TEMA Training: Will need to be conducted with TEMA

- TEMA Hazardous Materials Operations Level *
- TEMA Damage Assessment Workshop
- G-191 - ICS/EOC Interface Operations
- S-775 - TN Emergency Operations Center Course
- G-300 - ICS 300 Intermediate ICS
- G-400 - ICS 400 Advanced ICS

FEMA Independent Study (IS) Courses:

- IS-100.C - Incident Command System (ICS)
- IS-700.B - National Incident Management System
- IS-706 - Intra-State Mutual Aid
- IS-800.D - National Response Framework

FEMA Professional Development Series (Independent Studies)

- IS-120.C - An Introduction to Exercises
- IS-230.D - Fundamentals of Emergency Management
- IS-235.C - Emergency Management Planning
- IS-240.B - Leadership and Influence
- IS-241.B - Decision Making & Problem Solving
- IS-242.B - Effective Communication
- IS-244.B - Developing & Managing Volunteers

*Substitution accepted for previously accomplished TEMA Ops Level training (either accepted):

- Initial Response to Hazardous Materials Incidents: Basic Concepts (BC) and Concept Implementation (CI)
- Certification as TEMA Hazmat Technician

Training records shall be maintained by the Emergency Management Coordinator and OEO Records Office for a minimum of 3 years after the employee has terminated employment with the university.

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

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

29. HANDLING OF CAMUPS FARM ANIMALS [\[Return to Table of Contents\]](#)

If a disaster occurs, the UT Martin (UTM) College of Agriculture and Applied Sciences will carry out a recovery program that involves both short-term and long-term efforts. The number 1 priority will be to recover and provide safety to animals that might have been affected by the disaster event. Other short-term operations seek to restore vital services to the UTM Agricultural System and provide for the basic needs of the students, personnel, and visitors. Long-term recovery focuses on restoring the UTM Agricultural System to normal operations. While the federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance, UTM must be prepared to provide quick recovery to normal business operations. The long-term recovery process includes assistance to students and Agricultural System personnel. During the Recovery Phase UTM Agricultural System personnel will need to interact with governmental agencies. A UTM Agricultural System designee will interact with other UT Martin personnel and other officials to ensure a consistent recovery process. These recovery actions include:

1. Repair of damaged infrastructure.
2. Analysis of the actual emergency to provide the basis for a Corrective Action Plan.
3. Development of a Corrective Action Plan.

Leading faculty or staff members are assigned as Building managers for each academic, administrative, and general purpose building within the Agricultural System. Building Managers are knowledgeable of emergency response activities and can assist with basic, initial response efforts for incidents occurring within the facility they are assigned.

The UTM Agricultural System has approximately 100-150 students/volunteers that would be available to assist with emergency preparedness, response, and recovery activities. Student organizations that would be available are:

- Disaster Animal Relief Team
- Pre-Vet Club
- Student Cattleman's Association
- Future Farmers of America

These organizations are potential sources of volunteers that would be able to share their expertise in their club's area of interest. Many of these individuals have advanced training in first aid and emergency response that can be utilized.

The UTM Agricultural System can request the private sector for emergency assistance. The private sector may consist of the following:

- Private owners of critical infrastructure (either a facility that could be impacted by a disaster or used as a resource).
- A response organization, e.g., private ambulance services, environmental clean-up services.
- A regulated or responsible party: owner/operators of certain regulated facilities may have responsibility under law to prepare for and prevent incidents from occurring.
- A local emergency organization member.

30. MUTUAL AID AGREEMENT WITH THE TENNESSEE BOARD OF REGENTS SYSTEM, RESOURCE SHARING IN AN EMERGENCY [\[Return to Table of Contents\]](#)

At UT Martin's discretion resources may be shared in the event of and recovery from an emergency in accordance with Appendix HH, Mutual Aid Agreement with the Tennessee Board of Regents System, Resource Sharing in an Emergency.

APPENDIX A: MUNICIPAL EMERGENCY TELEPHONE NUMBERS

CITY OF MARTIN	
Martin City Hall	(731) 587-3126
Martin Fire Department	(731) 587-3151 or 911
Martin Fire Chief's Office	(731) 587-4919
Martin Police Department	(731) 587-5355
Public Works Department	(731) 587-4910

WEAKLEY COUNTY	
West Tennessee Healthcare Volunteer Hospital	(731) 587-4261
Weakley County Ambulance (Emergency Only)	(731) 364-2120
(Non-emergency)	(731) 364-5002
Air Evac (Emergency)	911
(Business)	(731) 588-5030
Weakley County Emergency Management Agency (WCEMA), Ray Wiggington	(731) 364-5454
Weakley County Municipal Electric	(731) 587-9521
Weakley County Sheriff's Office	(731) 364-5454 or (731) 364-2206

STATE OF TENNESSEE	
Highway Patrol	
Nashville	(615) 741-3181 or (615) 251-5175
Jackson	(800) 736-3993 or (731) 423-6635
Dresden (contact through Dispatcher)	(731) 364-5454
Tennessee Emergency Management Agency (TEMA) State Emergency Operations Center (SEOC):	
Nashville	(800) 262-3300 or (615) 741-0001
Jackson (TEMA West Office): Jane Waldrop, jane.waldrop@tn.gov	(800) 322-7341 or (731) 426-0630
Poison Help Hotline	(800) 222-1222
Southern Poison Control Center	(800) 288-9999 or (615) 322-6435
Tennessee Division of Occupational Safety and Health Administration	
Nashville	(800) 249-8510 or (615) 741-2793
Department of Human Services (Dresden)	(731) 364-3128 or (731) 364-3113

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

THE UNIVERSITY OF TENNESSEE AT KNOXVILLE	
OFFICE OF RISK MANAGEMENT	
Pamela Jeffreys, pjeffrey@utk.edu	(865) 974-2840,
DIRECTOR, SPECIAL EVENTS & EMERGENCY MANAGEMENT SERVICES	
and EMERGENCY SERVICES COORDINATOR (ESC)	
Mike Gregory, mgregory@tennessee.edu	(865) 974-5028,
DIRECTOR, EMERGENCY MANAGEMENT, UT KNOXVILLE	
Brian Gard, bguard1@utk.edu	(865) 974-3061,

Revised: 8/23

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

APPENDIX B: UTM EMERGENCY MANAGEMENT TEAM CONTACT NUMBERS

Position	Office Extension	Cell
Chancellor Dr. Yancy Freeman	7500	
Senior Vice Chancellor for Academic Affairs Dr. Philip Acree Cavalier	7010	
Vice Chancellor for Finance & Administration Petra McPhearson	7800	
Vice-Chancellor for Student Affairs Dr. Andy Lewter	7710	
Vice Chancellor for University Advancement Jeanna Swafford	7626 / 7627	
Director of Public Safety Michael O’Neill	7775	
Vice Chancellor for Communications & Marketing Bud Grimes	7615	
Safety Officer, Environmental Health & Safety Ted Council	7602	
Emergency Management Coordinator Charles Jahr	7583	

Revised: 8/23

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

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

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

(Page 1 of 2)

POSITION OR DEPT.	NAME	TELEPHONE NUMBER
Chancellor	Dr. Yancy Freeman	731-881-7500
Interim Vice-Chancellor for Finance & Admin.	Petra Rencher McPhearson	731-884-2194
Director of Physical Plant	Dana Hagan	731-881-7601
Assoc. Dir. of Physical Plant & Plant Engineer	Vacant	
Care of Grounds	Chris Virgin, Supervisor Dave Chambliss	731-881-7640
Carpenters	Matthew Hazlewood - Primary Bobby Webb -Alternate I Jamie Hamilton - Alternate 2 Avery Lawson - Alternate 3	731-881-7640
Interim Chief Information Officer	Amy Belew	731-881-7901
Computer Helpdesk		731-881-7900
Custodians (Housekeeping, Academic Buildings Only)	Mike Davis, Jr. - Primary Dana Hagan - Alternate 1 Bill Kaler -Alternate 2	731-881-7646 731-881-7601 731-881-7642
Electricians	Randy Pigg - Primary Eddie Thompson - Alternate I Chad McCoy - Alternate 2	731-881-7640
HVAC (Heating, Ventilation & Air Conditioning)	David Rinks, HVAC Foreman	731-881-7640
HVAC Family Housing (Univ. Courts, Grove Apts., & Univ. Village Phase I/Units A-E)- Heating/cooling, refrigerators, ice machines, walk-in coolers	Tommy Sledd - Primary Andy Horne - Alternate I Brandon Lee - Alternate 2 Austin Lees - Alternate 3	731-881-7640
HVAC Dorms (Ellington & Browning), Academic Buildings, & Univ. Village Phase II/Units F-H- Heating/cooling, leaks, exhaust fans, and pumps	Kelly Bruner - Primary Tommy Sledd - Alternate 1 Andy Horne - Alternate 2 Brandon Lee - Alternate 3	731-881-7640
HVAC Scheduling, Control Systems HVAC, Heating/Cooling, Chillers	David Fortson - Primary Brandon Lee - Alternate 1	731-881-7640
Locksmith	Trent Hornbeak - Primary Drew Lester - Alternate I	731-881-7640
Motor Pool	Mike Bivens Jeff Merritt	731-881-7655
Painters	Matthew Hazlewood - Primary	731-881-7640
Plumbers	Larry Bondurant - Primary Stan Watson -Alternate I Ben Moore - Alternate 2	731-881-7640
Steam Plant/Preventative Maintenance	Dale Burton, Foreman	731-881-7645
Steam Plant - responsible for steam plant, manholes, high pressure steam until it reaches the building, all boilers, and all steam equipment	Tim Henson - Alternate 1 Dylan Smith -Alternate 2	731-881-7645
Warehouse	Joe Estes - Primary	731-881-7981
Recycling Barn	Mike Davis, Jr.	731-881-7646

Revised: 8/23

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

(Page 2 of 2)

BUILDING	NAME	TELEPHONE NUMBER
Animal Disease Diagnostics Laboratory	Clint Ary Tara Woods – Alternate 1 Wes Totten – Alternate 2	731-881-1071 731-881-1071 731-881-7262
Ag Teaching & Demonstration Center (Horse Stables, Vet Tech Lab, Horse and Cow Pasture)	Wes Totten Nathan Bradford – Alternate 1 Jason Roberts – Alternate 2	731-881-7262 731-881-1011 731-881-7952
Farm Maintenance Building & Swine Center	Nathan Bradford Wes Totten – Alternate 1 Jason Roberts – Alternate 2	731-881-1011 731-881-7262 731-881-7952
Ned McWherter Agricultural Complex	James Caraviello	731-881-3664
Plant Science Complex	Wes Totten Nathan Bradford – Alternate 1 Jason Roberts – Alternate 2	731-881-7262 731-881-1011 731-881-7952
Ray and Wilma Smith Livestock Merchandising Center	Wes Totten Nathan Bradford – Alternate 1 Jason Roberts – Alternate 2	731-881-7262 731-881-1011 731-881-7952
Sheep and Goat Barn (also House beside it)	Tara Woods Wes Totten – Alternate 1 Nathan Bradford – Alternate 2	731-881-1071 731-881-7262 731-881-1011
West TN Agricultural Pavilion and Stalling Facility	James Caraviello	731-881-3664
IN CASE OF EMERGENCY (i.e., loose animal, fire, theft, etc.)	Wes Totten Nathan Bradford – Alternate 1 Jason Roberts – Alternate 2	731-881-7262 731-881-1011 731-881-7952

Revised: 8/23

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

APPENDIX D: RECALL LIST FOR DEPARTMENT OF PUBLIC SAFETY

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

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

UNIT	NAME	POSITION	HOME/CELL PHONE	OFFICE EXT.
801	Michael O'Neill	Director of PS		7775
805	Chad Worley	Lt. Admin & Special Services		7776
806	Jerry Garcia	Lt. Detective		7784
807	Derrick O'Dell	Lt. of Operations		7783
810	Allen Walker	Sergeant		7779
811	Lloyd Thomas	Sergeant		7779
820	Brianna Jones	Patrol Officer		7777
		Patrol Officer		7777
		Patrol Officer		7777
		Patrol Officer		7777
	Brian Dean	Sr. Police Dispatcher		7777
	Amy Pullen	Administrative Assistant		7707
	Christy Smith	Sr. Budget Clerk		7778
	Vacant	Fee Control Clerk		7778

Revised: 8/23

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

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

APPENDIX E: CAMPUS BUILDING MANAGERS AND UNIVERSITY GROUNDS EMERGENCY CONTACTS

(Page 1 of 2 - Updated 9/21)

Building or University Grounds	Manager & Alternate	Email address	Office / Cell Phone
Ag Teaching & Demonstration Center	Wes Totten	wtotten@utm.edu	731-881-7936
Alternate contact:	Wes Totten	wtotten@utm.edu	731-881-7936
Alumni Center	Jackie Johnson	jjohn253@utm.edu	731-881-3612
Alternate contact:	Kelley Trevathan	ktrevath@utm.edu	731-881-7610
Animal Diagnostics Laboratory	Clint Ary	cary1@utm.edu	731-881-1071
Alternate contact:	Tara Woods	twoods25@utm.edu	731-881-1071
Baseball-Softball Fieldhouse	James Caraviello	jcaravie@utm.edu	731-881-3664
Alternate contact:			
Brehm Hall	Todd Winters	winters@utm.edu	731-881-7251
Alternate contact:	Wes Totten	wtotten@utm.edu	731-881-7936
Business Administration Building	Elizabeth Lackey	Elackey1@utm.edu	731-881-7306
Alternate contact:	Dr. Ahmad Tootoonchi	tootoonchi@utm.edu	731-881-7306
Child & Family Resource Center	Lori Wilson	lwilson@utm.edu	731-881-7113
Alternate contact:	Sandra Taylor	staylo64@utm.edu	731-881-7113
Child Care Facility	Briana Jimenez	bjimene1@utm.edu	731-881-7715
Alternate contact:	Shauna Moore	Smoor130@utm.edu	731-881-7715
Chiller Plant	David Rinks	drinks@utm.edu	731-881-7640
Alternate contact:	Brandon Lee	Blee31@utm.edu	731-881-7640
Clement Hall	Allen Farmer	afarmer9@utm.edu	731-881-7754
Alternate contact:	Andrew Larkins	alarkins@utm.edu	731-881-3048
Crisp Hall	Steve Lemond	slemond@utm.edu	731-881-7895
Alternate contact:	Coty Crider	Ccrider2@utm.edu	731-881-7777
Elam Center	Trudy Henderson	trudyh@utm.edu	731-881-7360
Alternate contact:	Jodie Duncan	Jdunca64@utm.edu	731-881-3588
Electrical Generation Facility	Dana Hagan	dhagan@utm.edu	731-881-7601
Alternate contact:			
EPS Bldg.	Wes Totten	wtotten@utm.edu	731-881-7936
Alternate contact:	Tim Nipp	tnipp@utm.edu	731-881-7362
Farm Maintenance Bldg. & Swine Center	Wes Totten	wtotten@utm.edu	731-881-7936
Alternate contact:	Wes Totten	wtotten@utm.edu	731-881-7936
Fine & Performing Arts Building	Sarah Haig	shaig1@utm.edu	731-881-3404
Alternate contact:			
Football Bldg.	Bart Belew	bbelew@utm.edu	731-881-7689
Alternate contact:	Jason Simpson	jsimps15@utm.edu	731-881-7671
Gooch Hall	Selena Pearce	spearce2@utm.edu	731-881-7080
Alternate contact:	Alyssa Pettit	apettit@utm.edu	731-881-7080
Hall Moody Administration Building	Laura Foltz	lfoltz@utm.edu	731-881-1428
Alternate contact:	Lori Donavant	ldonavant@utm.edu	731-881-7815
Heating Plant	Dale Burton	No e-mail	731-881-7645
Alternate contact:	Dana Hagan	dhagan@utm.edu	731-881-7601
Holland McCombs Center	John Glass	jglass3@utm.edu	731-881-7436
Alternate contact:			
Humanities Building	David Coffey	dcoffey3@utm.edu	731-881-7342
Alternate contact:	Sheay McGhehee	hmcgehe1@utm.edu	731-881-7490
Jackson Center	Anita Cannedy	acannedy@utm.edu	731-425-9277
Alternate contact:	Brooke Wagster	bwagster@utm.edu	731-425-9277
Maintenance Center	Dana Hagan	dhagan@utm.edu	731-881-7601
Alternate contact:	Mike Davis	wdavis11@utm.edu	731-881-3077

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

APPENDIX E: CAMPUS BUILDING MANAGERS AND UNIVERSITY GROUNDS EMERGENCY CONTACTS

(Page 2 of 2 - Updated 9/21)

McNairy County/Selmer Center	Alan Youngerman	ayounge3@utm.edu	731-646-1636
Alternate contact:	Sandy King	sking@utm.edu	731-646-1636
McWherter Ag Complex /Stalling Facility	James Caraviello	jcaravie@utm.edu	731-881-3664
Alternate contact:			
Motor Pool	Mike Bivens	mbivens@utm.edu	731-881-7656
Alternate contact:	Jeff Merritt	jmerrit7@utm.edu	731-881-7655
NW Child Care Resource Center	Sharon Waterfield	swaterf2@utm.edu	731-881-7103
Alternate contact:	Deborah Abel	dabel2@utm.edu	731-881-7912
Paul Meek Library	Erik Nordberg	enorber@utm.edu	731-881-7070
Alternate contact:	Pat McKnight	pmcknig2@utm.edu	731-881-7075
Parsons Center	Kelli Deere	kdeere@utm.edu	731-847-3880
Alternate contact:	Amy Lee	alee56@utm.edu	731-847-3880
Plant Science Research Center	Wes Totten	wtotten@utm.edu	731-881-7936
Alternate contact:			
Ray & Wilma Smith Livestock Center	Wes Totten	wtotten@utm.edu	731-881-7936
Alternate contact:	Wes Totten	wtotten@utm.edu	731-881-7936
Recycle Center	Mike Davis, Jr.	wdavis11@utm.edu	731-881-3077
Alternate contact:	Dana Hagan	dhagan@utm.edu	731-881-7601
Rhodes Golf Center	Austin Swafford	aswaffo9@utm.edu	731-881-3630
Alternate contact:	Jerry Carpenter	jecgolf@utm.edu	731-881-7665
Ripley Center	Jessica Cannon	Jcanno23@utm.edu	731-221-8778
Alternate contact:	Xavier Andrews	xandrews@utm.edu	731-221-8778
ROTC Building	Bernard House	bhouse5@utm.edu	731-881-7154
Alternate contact:	Rochelle Alexander	rotcsupply@utm.edu	731-881-7159
Sheep and Goat Barn	Tara Woods	twoods25@utm.edu	731-881-1071
Alternate contact:	Wes Totten	wtotten@utm.edu	731-881-7936
Skyhawk Fieldhouse	Trudy Henderson	trudyh@utm.edu	731-881-7630
Alternate contact:	Jodie Duncan	jdunca64@utm.edu	731-881-3588
Sociology	Justin Martin	jmart140@utm.edu	731-881-7519
Alternate contact:			
Somerville Center	Kara Tapp	ktapp1@utm.edu	901-465-7313
Alternate contact:	Kayla Dillon	kdillon7@utm.edu	901-465-7313
Stadium (Football Press Box)	Trudy Henderson	trudyh@utm.edu	731-881-7630
Alternate contact:			
Student Health Center	Shannon Deal	sdeal@utm.edu	731-881-7750
Alternate contact:			
Student Housing	Ryan Martin	rmartin@utm.edu	731-881-7731
Alternate contact:	Allen Farmer	afarmer9@utm.edu	731-881-7754
Student Life Center	Lindee McCurley	lmccurley@utm.edu	731-881-7766
Alternate contact:			
Student Recreation Center	Kimberly Olive-Milligan	koliveli@utm.edu	731-881-7747
Alternate contact:	Eric Simmons	esimmon5@utm.edu	731-881-3754
Tennis Center	Kameron Echols	Kechols3@utm.edu	731-881-1864
Alternate contact:			
University Center	Lindee McCurley	lmccurley@utm.edu	731-881-7766
Alternate contact:	Monica Black	mblack15@utm.edu	731-881-7836
University Grounds	Dana Hagan	dhagan@utm.edu	731-881-7601
Alternate contact:	Petra McPhearson	prencher@utm.edu	731-881-7801

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

APPENDIX F: CAMPUS RESIDENCE BUILDINGS EMERGENCY CONTACTS

(Building numbers correspond with Appendix G: Campus Map)

35. Prentice Cooper Residence Hall	Desk.....	8900
36. University Village Phase I	Office.....	1292
38. University Village Phase II	Office.....	8152
40. Buford Ellington Residence Hall	Desk.....	8930
41. Gordon Browning Residence Hall	Desk.....	8940
43. University Courts Apartments	Office.....	7736

Department of Housing Administration

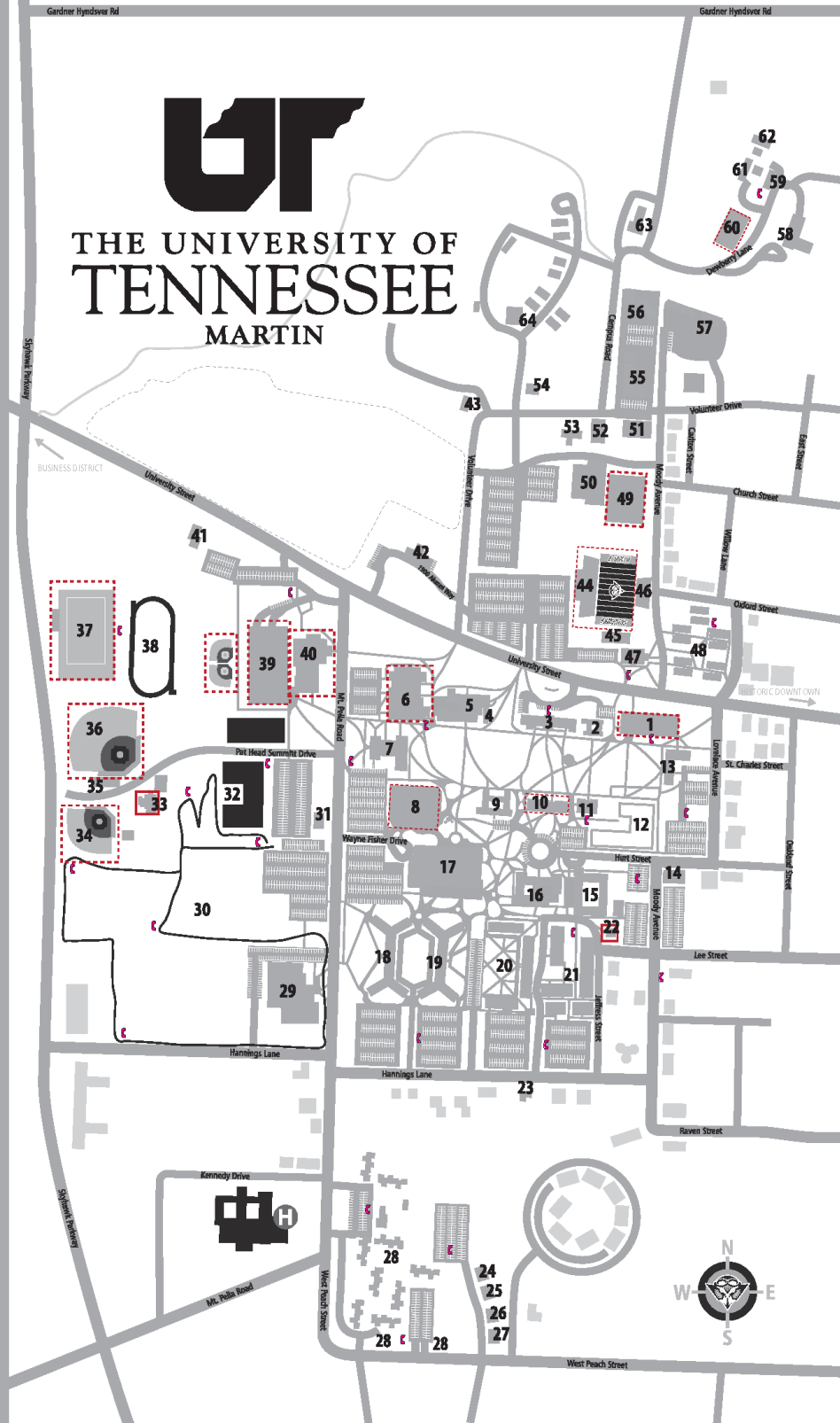
Assist. V.C. for Student and Residential Life	Gina McClure	731-881-7735
Director for Residence Life	Ryan Martin	731-881-7731
Assistant Director for Residence Life	Laura Kepler.....	731-881-1421
Housing Facilities Coordinator	Allen Farmer.....	731-881-7754
Housing Custodial Supervisor	Valerie Dean	731-881-7797
Housing Maintenance Supervisor	Lonnie Roudenbush,	731-881-7928

Revised: 12/21

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

APPENDIX G: CAMPUS MAP

1. Gooch Hall
2. McCombs Center and Archives
3. Hall-Moody Administration Building
4. Biology Greenhouse
5. Brehm Hall
6. Fine Arts Building
7. Johnson EPS Building
8. Paul Meek Library
9. Crisp Hall
10. Holt Humanities Building
11. Sociology Building
12. Latimer STEM Building (in construction)
13. Business Administration Building
14. Heating Plant
15. Cooper Residence Hall
16. Clement Hall
17. Boling University Center
18. Browning Residence Hall
19. Ellington Residence Hall
20. University Village Phase II
21. University Village
22. Student Health and Counseling Center
23. Northwest Child Care Center
24. Chi Omega
25. Alpha Delta Pi
26. Alpha Omicron Pi
27. Zeta Tau Alpha
28. University Courts Apartments
29. Student Recreation Center
30. Pacer Pond
31. Henson Tennis Center
32. Skyhawk Tennis Complex
33. Perry Children's Center
34. Giles Field
35. Baseball-Softball Fieldhouse
36. Skyhawk Baseball Field
37. Skyhawk Soccer Field
38. Skyhawk Track
39. Elam Center
40. Skyhawk Fieldhouse
41. Child and Family Resource Center
42. Dunagan Alumni Center
43. Rhodes Golf Center
44. Graham Stadium
45. Carroll Football Building
46. ROTC Building
47. Student Life Center
48. Grove Apartments (offline)
49. McWhorter Agricultural Complex
50. Stalling Facility
51. Physical Plant Warehouse
52. Physical Plant Greenhouse
53. Plant Science Complex
54. West Tennessee Animal Disease Diagnostic Laboratory
55. Maintenance Complex
56. Transportation Services
57. Recycling Facility
58. Smith Livestock Center
59. Veterinary Health Technology Facility
60. Agriculture and Natural Resources Headquarters Building
61. Graves Stables
62. Agriculture, Geosciences, and Natural Resources Teaching Complex
63. Power Generation Facility
64. Agriculture, Geosciences, and Natural Resources Field Labs



 Emergency Call Box locations
 Fire Arms Prohibited in Building
 Fire Arm Restrictions May Apply in Building

Revised: 12/21, Reviewed: 12/21

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

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

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

CONTACT AREA	CLOSING TIME (Fall & Winter Terms Only)	TELEPHONE NUMBERS
<p>Residence Halls</p> <p>Housing Facilities Allen Farmer</p> <p>Prentice Cooper Residence Hall Desk</p> <p>Gordon Browning Residence Hall Desk</p> <p>Buford Ellington Residence Hall Desk</p> <p>University Village Phase I Community Leader</p> <p>University Village Phase II Hall Director</p>	<p>Always open--No closing hours when halls in use</p>	<p>731-881-7754</p> <p>731-881-8900</p> <p>731-881-8940</p> <p>731-881-8930</p> <p>731-881-1292</p> <p>731-881-8152</p>
<p>Apartments</p> <p>University Courts Laura Kepler</p>	<p>Always open--No closing hours when apartments in use</p>	<p>731-881-7736</p>
<p>Paul Meek Library</p> <p>*After Hours Study Lounge</p> <p>** Closing hours during summer, between terms, and during inclement weather may vary.</p>	<p>12 AM**</p> <p>*AHSL always open</p>	<p>731-881-7060, 731-881-7070, Erik Nordberg: Officer in Charge (OIC) Make Contact.</p>
<p>Steam Plant</p>	<p>None</p>	<p>7645 or Radio Freq. 2, Unit 19</p>
<p>University Center</p>	<p>11 PM</p>	<p>731-881-7755 or 731-881-7765, Lindee McCurley:</p>
<p>Information Technology Services (Crisp Hall)</p> <p>Computer Labs - Contact Help Desk For Help Labs:</p> <p>212 Gooch Hall (only when building is open)</p> <p>24-Hour Lab Library (behind Captain's Coffee)</p> <p>223 Paul Meek Library (only when building is open)</p> <p>2nd Floor University Center (only when building is open)</p>	<p>9 PM M-Th</p> <p>9 PM M-Th</p> <p>11 PM</p> <p>None</p> <p>12 AM</p> <p>11 PM</p>	<p>731-881-7900</p> <p>731-881-7900 (opens 7AM)</p> <p>731-881-7900</p> <p>731-881-7900</p> <p>731-881-7900</p> <p>731-881-7900</p>
<p>Fine & Performing Arts Building</p>	<p>12 AM</p>	<p>731-881-7406</p>
<p>Elam Center</p>	<p>7 PM M-F</p>	<p>731-881-3754 or 731-881-3744 (Rec. Check) Trudy Henderson</p>

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

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

Student Recreation Center	11 PM M-Th	7745, 3750, 3751 (Rec. Check) Kim Olive-Milligan:
Revised: 2/22		

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

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

CONTACT AREA	CLOSING TIME (Fall & Winter Terms Only)	TELEPHONE NUMBERS
Residence Halls Housing Facilities Allen Farmer Prentice Cooper Residence Hall Desk Gordon Browning Residence Hall Desk Buford Ellington Residence Hall Desk University Village Phase I Community Leader	Always open--No closing hours when halls in use	731-881-7754 731-881-8900 731-881-8940 731-881-8930 731-881-1292
Apartments University Courts	Always open--No closing hours when apartments in use	731-881-7736
Paul Meek Library *After Hours Study Lounge ** Closing hours during summer, between terms, and during inclement weather may vary.	5 PM Sat 12 AM Sun *AHSL always open	731-881-7060, 731-881-7070, Erik Nordberg: Officer in Charge (OIC) Make Contact.
Steam Plant	None	7645 or Freq. 2 Unit 19
University Center	11 PM	731-881-7755 or 731-881-7765 Lindee McCurley:
Information Technology Services (Crisp Hall) Computer Labs - Contact Help Desk For Help Labs: 212 Gooch Hall (only when building is open) 24-Hour Lab Library (behind Captain's Coffee) 223 Paul Meek Library (only when building is open) 2 nd Floor University Center (only when building is open)	None 7 PM Fri 5PM Sat 9PM Sun 11 PM Fri None 5 PM SAT; 12 AM SUN 11 PM	731-881-7900 7900 (opens 7 AM) 7900 (opens 12 PM) 7900 (opens 2 PM) 7900 7900 7900 7900
Fine & Performing Arts	12 AM	731-881-7406
Elam Center	Saturday Only 1PM-5PM	731-881-3754 or 3744 (Rec. Check) Trudy Henderson:
Student Recreation Center	9 PM FRI 1-5 PM SAT 1-11 PM SUN	7745, 3750, 3751 Kim Olive-Milligan:

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

APPENDIX J: UNIVERSITY RADIO COMMUNICATION RESOURCES

Approximately 166 radios are available on campus that can be used for communication. The base unit at the Office of Public Safety in Crisp Hall can transmit on both channel 1 and/or channel 2. During an emergency recovery, these radios could be used for communication until telephone service is restored.

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

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

OFFICE	RADIO UNITS
Public Safety	01 Base station in Crisp Hall 01 Base station with Martin PD frequency 01 Base station with Maintenance frequency 20 hand-held radios 03 Mobile radios 03 City Radios
Maintenance	01 Base station in Maintenance Center 01 Base station in Physical Plant Warehouse 57 hand-held radios
Housing	18 hand-held radios
Athletic Training Room	01 Base station in Training Room, Elam Ctr. 03 hand-held radios

Revised: 12/18

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

APPENDIX K: AMATEUR RADIO OPERATORS

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

<u>Operator</u>	<u>Work Phone No.</u>	<u>Home Phone No.</u>	<u>Cell Phone No.</u>	<u>Call Sign</u>
Roger Elmore	731-881-7905			KJ4AJP
Lee Bennett	731-881-7386			N4ABU
Rodney Freed	731-881-7532			K4RLF
Brian Stubblefield	731-881-3459			KK4PDK

Revised: 08/23

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

APPENDIX L: UNIVERSITY-OWNED VEHICLES

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

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

GASOLINE STORAGE TANKS

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

Revised: 08/23

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

APPENDIX M: UTILITIES CONTACTS

1. **GAS SERVICE** (731-587-3126 or after hours call 731-587-5355)

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

2. **WATER SERVICE** (731-587-3126 or after hours call 731-587-5355)

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

3. **ELECTRICITY** (731-587-9521 all hours)

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

Revised: 06/13, Reviewed: 2/22

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

APPENDIX N: EMERGENCY RESOURCE INFORMATION

1. **FIREFIGHTING EQUIPMENT**

The University's firefighting equipment is limited to approximately 980 fire extinguishers located throughout the campus. Several buildings, including dormitory trash chute rooms, have fire-activated sprinkler systems; however, these sprinkler systems are water dependent. The kitchen areas of the University Center have fire suppression systems designed to extinguish kitchen fires. The Martin Fire Department responds to all fire alarms on campus.

2. **MEDICAL SERVICES**

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

3. **HOUSING PERSONNEL**

Approximately thirty-four (34) members of the Housing staff live in the student residence halls. The Hall Directors and Resident Assistants can assist with the student campus population in an emergency or disaster.

4. **BLUEPRINTS OF CAMPUS FACILITIES**

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

5. **GENERATORS**

The power generating facility can supply power to the campus as a back-up power source in situations whenever power from Weakley County Electric is disrupted.

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

The Heating Plant has one gasoline generator which could be moved to an area as needed.

6. **EMERGENCY EQUIPMENT**

Listed below are emergency equipment and their locations:

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

APPENDIX O: EMERGENCY NOTIFICATION INFORMATION

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

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

Emergency Text messaging (via cellular phones)

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

This system will be in addition to, not to replace, other emergency notification procedures already in place. The system will be tested at least annually, and a record of annual testing will be maintained. The system will be utilized as dictated. Questions should be directed to Public Safety at 731-881-7777. To sign up (opt-in) to the emergency text messaging system, the procedure is as follows:

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

If at some point (such as when you leave UT Martin) you want to remove your number from the system, go to the Rave Alert system to do so or text "STOP" to 67283 or 226787.

Environmental Health & Safety has issued approximately 30 NOAA weather radios to campus building managers to use to receive weather alerts affecting campus personnel. When a tornado warning is issued by the National Weather Service (NWS), the Emergency Management Coordinator, the Public Safety Director, or one of the Public Safety Lieutenants will prepare and issue the emergency text message to those who have "opted-in" to the system. The text message will include the time specified by the NWS that the warning is to expire, and an "all clear" text message will follow when the warning expiration time has lapsed.

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

The emergency text messages sent out for the year beginning July 2017 - June 2018 are indicated below:

- 1 - test of the emergency text message and e-mail system,
- 1 - text and e-mail message for a tornado drill held on the main campus and an All Clear text and e-mail message.
- 5 - tornado warning text and e-mail messages on two separate days (four different warnings for Weakley County within an hour) followed by All Clear text and e-mail messages,
- 3 - text messages for cancellation of classes and closure of administrative offices for the day due to inclement weather and icy road and sidewalk conditions.
- 1 - text message for the cancellation of 8:00 am classes and stating that classes and administrative offices will start at 9:30 am due to inclement weather and icy road and sidewalk conditions.

Tornado Siren

The local tornado siren is owned and maintained by the City of Martin. It is only set off in times of a tornado Warning and/or a verified spotting of a funnel cloud. It is tested the last Wednesday of each month at noon. A log verifying activation of the tornado siren is maintained by the Emergency Management Coordinator.

Revised: 2/22

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

APPENDIX P: FIRE DRILL PROCEDURES FOR ACADEMIC BUILDINGS

FIRE SAFETY

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

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

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

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

FIRE ALARM

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

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

WHAT TO DO IN CASE OF FIRE

When the fire alarm sounds, all students, faculty and staff should clear the buildings by the nearest exit and proceed to a designated assembly area as announced by the Building Contact Person. **DO NOT USE ELEVATORS.**

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

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

DRILL SUMMARY

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

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

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

Revised: 06/13, Reviewed: 2/22

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

APPENDIX Q: BOMB THREAT PROCEDURES

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

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

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

2. **Campus Personnel**

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

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

3. **Dispatcher**

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

4. **Officer(s)**

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

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

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

5. **Procedures for Evacuation Decision**

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

6. **Evacuation Procedures**

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

7. **Search Procedures**

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

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

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

8. Special Events

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

9. Evacuation

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

Revised: 07/16, Reviewed: 12/18

BOMB THREAT REPORT

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

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

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

LOCATION DISPLAYED:

EXACT WORDS OF PERSON PLACING CALL:

QUESTIONS TO ASK:

When is the bomb going to explode?

Where is the bomb right now?

What kind of a bomb is it?

What does the bomb look like?

Why was the bomb placed?

TRY TO DETERMINE THE FOLLOWING:

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

Person Receiving Call:

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

APPENDIX R: TORNADO PROCEDURES

General Information

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

Definitions

Tornado Watch: A tornado watch is issued by the National Weather Service (NWS) when conditions are favorable for the formation of a tornado.

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

Communications

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

The Public Safety Dispatcher will notify the residence hall desk workers when the danger has passed.

Protection

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

Tornado Procedures

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

Revised: 07/15, Reviewed: 08/23

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

APPENDIX S: EARTHQUAKE PROCEDURES

Actions

Before an Earthquake Occurs

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

During an Earthquake

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

After an Earthquake

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

Revised: 07/15 / Reviewed: 2/22

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

Appendix T: Flu Pandemic Response Plan

1. Purpose:

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

2. Definitions:

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

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

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

3. Declaration of a Flu Pandemic:

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

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

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

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

4. Flu Pandemic Response Plan:

Moderate Outbreak:

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

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

Severe Outbreak:

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

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

5. Specific Responsibilities:

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

Chancellor

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

Vice Chancellor for Academic Affairs

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

Vice Chancellor for Finance and Administration

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

Vice Chancellor for Student Affairs

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

Vice Chancellor for University Advancement

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

Director of University Relations (Public Information Officer)

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

Director of Public Safety

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

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

Assistant Vice Chancellor Residential and Student Life or Housing, Assist. Dir., Residence Life

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

Director of Student Health and Counseling Services

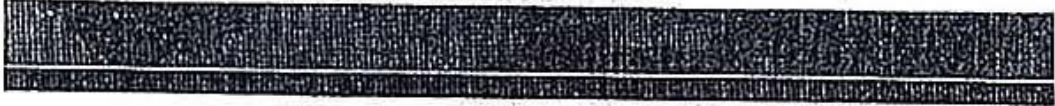
1. Provide University administration with information related to number of ill students.
2. Communicate preventive measures and treatment options to staff and students.
3. Implement triage protocol.
4. Suspend non-critical functions and prioritize services.
5. Coordinate referral to outside agencies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

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

Director of Dining Services

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

APPENDIX A



Pandemic Flu Planning Checklist for Individuals & Families

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

1. To plan for a pandemic:

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

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

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



www.pandemicflu.gov

FLU PANDEMIC RESPONSE PLAN - APPENDIX B

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

Staff Education and Preparedness

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

Supplies/Equipment/Services

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

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

Clinical Issues

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

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

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

APPENDIX U: CLASSROOM RESPONSE TO ARMED INTRUDERS

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

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

Emergency text messaging

Campus-wide e-mail

Emergency siren (for weather emergencies)

Campus websites

Campus television system

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

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

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

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

EVACUATE: is defined as fleeing or removing (someone) from a place of danger to a safer place. **Evacuation is the preferred response for an armed intruder if possible.**

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

1. Faculty/Staff/Students should immediately “sound the alarm” to anyone who may not have knowledge of the emergency (if safe to do so) and exit or **EVACUATE** the location. If evacuation is not practical due to the proximity of the intruder, they should attempt to lock themselves in a classroom, dorm room, office, or any area that can be secured. **THIS IS REFERRED TO AS SHELTER IN PLACE**. Secure or barricade the doorway immediately to prevent the intruder from entering and if the situation allows, be prepared for immediate escape/evacuation of the building.
2. If communication is available, call 911 or 7777 and let them know who and where you are, how many people are with you, or any injuries or immediate medical needs that may be present. Take any directions in relation to evacuation, staying put, or treatment of medical emergencies given by

UTM Safety & Health Procedures, Subject F: Emergency Response Plan
the communications operator.

3. Stay away from the windows and doors if possible. Also try to stay out of sight of the intruder.
4. Turn off lights and audio equipment that may lead to detection. Turn cell phone ringer volume down to “vibrate only.”
5. If you are able evacuate quickly, know and discuss escape routes and be prepared to evacuate immediately if directed to do so.
6. Keep area secure until police or other responsible authorities arrive and give you directions or evacuation becomes an option.
7. Your last option, if you are caught in close proximity to the intruder, is to **fight back**. This is dangerous, and **you are the only one who can make this decision**, but depending on the situation, this could be your last option.

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

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

Revised: 08/23, Reviewed: 08/23

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

APPENDIX V: PUBLIC SAFETY RESPONSE TO ARMED ENCOUNTERS

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

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

FIRST OFFICER ON SCENE RESPONSIBILITIES

Weapons should be used only in accordance with the department's policy concerning the use of deadly force. As soon as possible, the first officer should make certain that the shift supervisor on duty has been made aware of the situation. Subsequent actions by the first officer will include:

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

SECONDARY OFFICERS RESPONSIBILITIES

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

10. Officers initially dispatched to the call will not attempt to advance on the suspect(s) position except to contain them to the smallest area possible, while maintaining cover, unless there exists a situation described in item 9.
11. Officers initially dispatched to the scene will refrain from indiscriminate firing in the general area of a suspect, because of possibility of injury to innocent citizens within close proximity. They further will use extreme caution in relationship to rescuing injured officers/citizens within the danger area to keep from being ambushed and becoming victims themselves.

INCIDENT COMMANDER RESPONSIBILITIES

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

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

STAGING AREA SUPERVISOR

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

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

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

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

PERIMETER SUPERVISOR

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

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

Revised: 08/23, Reviewed: 08/23

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

APPENDIX W: Mutual Aid Agreement with City of Martin

MEMORANDUM OF UNDERSTANDING/MUTUAL ASSISTANCE AGREEMENT

This **MEMORANDUM OF UNDERSTANDING/MUTUAL ASSISTANCE AGREEMENT (MOU/MAA)** is made and entered into this the 1st day of April, 2006, by and between the City of Martin, on behalf of the Martin Police Department (MPD), and the University of Tennessee at Martin, on behalf of the UTM Department of Public Safety (DPS).

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

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

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

1. PARKING CITATIONS. Both agencies will issue citations for violations of all regulations on streets and roadways within the University area as needed. The DPS has the primary responsibility of enforcement of parking on the UTM campus. The MPD has the primary responsibility of enforcement of parking in the City of Martin and on streets contiguous to the University. The MPD will provide to the DPS City of Martin parking citation forms to be used by the DPS to enforce City parking regulations.

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

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

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

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

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

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

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

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

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

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

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

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


RANDY BRUNDIGE
MAYOR
CITY OF MARTIN, TENNESSEE

Revised 02/09, Reviewed 12/18

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

APPENDIX X: Mutual Aid Agreement with Weakley County Emergency Management Agency

MEMORANDUM OF UNDERSTANDING

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

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

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

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

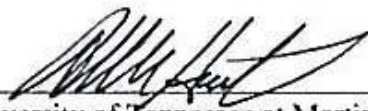
The Weakley County EMA will coordinate the utilization of University Resources through the NIMS Unified Command System and will make available those deployed resources if re-call is demanded to address the imminent needs of the University. This determination will be made by the Senior University Representative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

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



Weakley County Emergency Management Agency
Jamison Peevyhouse, Director

2-6-2009
Date



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

2/4/09
Date

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

**APPENDIX Y: ACADEMIC AFFAIRS
EMERGENCY RESPONSE PLAN (Dec 2018)**

Identification of Personnel for Support Positions in Emergency Operations Center

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

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

Karen Elmore	Ext. 7094
Cindy Howell	Ext. 7238
Angie Gertsch	Ext. 7010
Melanie Morris	Ext. 7168
Dana Prince	Ext. 7633

Persons to maintain logs of communications and persons entering and exiting EOC

Staci Fuqua	Ext. 7686
-------------	-----------

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

Jennifer Hays	Ext. 7657
Virginia Grimes	Ext. 7298
Melissa Pollock	Ext. 7855
Jennifer Cooper	Ext. 7104

Persons responsible for distribution of documents

Heather Adams	Ext. 7804
Lacey Ellis	Ext. 7579

Acquisition of Needed Scientific Expertise from University Faculty

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

Structural Engineering Expertise

Tim Nipp	Ext. 7382
Ray Witmer	Ext. 7388

Chemistry Expertise

Phillip Shelton	Ext. 7453
-Organic identification	
Robbie Montgomery	Ext. 7450
-Analytical	
James Smart –	Ext. 7185
-Biochemistry	
Bryan Dean	Ext. 7448
-Chemical Hygiene Officer	

Biological or Disease Expertise

Linda Husmann	Ext. 7179
---------------	-----------

Psychology – Counseling Needs and Profiling

Cindy West	Ext. 7524
------------	-----------

Alicia Donaldson	Ext. 7521
------------------	-----------

Agriculture Chemical Expertise

Bethany Wolters	Ext. 7257
-----------------	-----------

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

Nursing Services or Disease Expertise

Ashburn, Kelli	7148
Austin, Diane	7144
Browning, Gloria	7145
Burks, Cassie	7132
Floyd, Julie	7134
Lattus, Dawn	7135
Parrish, Alissa	7141
Radford, Mary	7140
Sellars, Esther	7146
Stubblefield, Christy	7149
Ashburn, Kelli	7148

Nutrition/Dietetics

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

Media Relations Personnel

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

Procedures for Class Cancellations and Relocation of Classes

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

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

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

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

In the event of inclement weather when the University remains open, all faculty, administrators and staff will be expected to make every reasonable effort to maintain their regular work schedules; nonetheless, all employees are advised to avoid undue risks in traveling. Employees who anticipate arriving late or not arriving at all should notify their immediate supervisors. Employees on 12-month appointments will have the option of charging their time off to annual leave or leave without pay; with proper approval, they may also make up any lost work hours.

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

Procedures for Ensuring the Integrity of Academic Records

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

Ongoing

- Academic records are available 24x7 from the Banner Student Information System.
- Information Technology Services is replicating the Banner data from the local SAN to a SAN located at our DR facility.
- Any grade change that is made will automatically generate e-mail notifications to the Office of Academic Records and the faculty member of record.
- Any drops/withdrawals will automatically generate an e-mail notification to the faculty member.
- Banner provides an audit trail of all registration activity on SFASTCA.

Nightly

- The Banner database is backed up to disk (via Oracle hot backup), which is then copied to tape.
- Tapes are stored temporarily in a locked, fireproof safe that is in a room located at the Information Technology Services site. This room is equipped with a fire suppression system as well.

Weekly

- The backup tapes, which are temporarily stored in a locked, fireproof safe that is in a non-fireproof room at the Information Technology Services site, are moved to the locked vault in the Hall-Moody Administration Building Records Office.

Each Semester

- Compact Discs (CDs) of all grades are written at the end of each semester and stored in Academic Records' locked vault.

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

- Hard copies of all entered grades are bound and stored in Academic Records' locked vault.

Permanent

- Archiving of data from the Banner Student Information System will be done on an as-needed basis. These data will be made accessible as needed.
- The Records Office has initiated the process of scanning all pre-Banner records (1927-1999).

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

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

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

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

The liaison will contact the Human Resources Office to provide information on the dead and/or injured. The Insurance and Workers Compensation Offices will provide information to the liaison on paperwork necessary to process claims. In the event the Human Resources Office is damaged, staff from Knoxville, Memphis or Nashville will be asked to provide assistance.

Fulfillment of Other Duties as Assigned by Chancellor

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

Message Handling Procedures

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

MESSAGE FORM

- INCOMING
- OUTGOING

DATE

TIME

MESSAGE NO.

TO: _____

FROM: _____

- RECEIVED
- SENT

BY: _____

MESSAGE

ACTION TAKEN

ROUTED TO:

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

INFORMATION COPY TO:

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

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

Notification of Key Personnel

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

Notification of Building Managers

- A. Reference Appendix E as required

Acquisition of Resources from Outside the University

- A. Reference Appendix A and Appendix FF as required

Revised: 06/05/13, Reviewed: 03/22

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

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

Initial Contact

In the event of an emergency involving residence hall students, Public Safety will contact the Director of Housing Residential Life. The Vice Chancellor for Student Affairs will also be notified of the emergency. If the Vice Chancellor is not available, the Assistant Vice Chancellor for Student Affairs will serve as the Vice Chancellor's designee.

Evacuation of Residence Halls

If necessary, Director of Housing will supervise the evacuation of residence hall students to a location designated by the emergency management team. Otherwise, the Director of Housing will instruct the students to remain in the residence halls. Emergency plans for the residence halls follow this section. Residence hall staff will work with physical plant personnel to provide and maintain services. If the Director of Housing is not available, the Assistant Vice Chancellor of Student and Residential Life will serve as the Director's designee.

Food

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

Student Health & Counseling Services

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

Medical Care

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

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

Information System

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

DEPARTMENT OF HOUSING PROCEDURES

Housing Catastrophic Emergency Evacuation Plan

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

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

Campus Officials to Be Notified

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

- The Assistant Vice Chancellor Residential and Student Life
- The Assistant Director of Housing for Residence Life
- The Vice Chancellor for Student Affairs (to be contacted by the Assistant Vice Chancellor Residential and Student Life or the Assistant Director of Housing Residential Life or Department of Public Safety)
- The Chancellor of the University (to be contacted by the Vice Chancellor for Student Affairs, the Assistant Vice Chancellor Residential and Student Life or the Assistant Director of Housing Residential Life or Department of Public Safety)
- The V.C. for Communications & Marketing (Public Information Officer - for media contacts)
- The Director of Student Health & Counseling Services

Relocation of Residents

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

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

Transportation

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

- UT Martin Motor Vehicle Operations for vans (**881-7655**)
- Weakley County Board of Education for school buses (**731-364-2247**)
- Tennessee National Guard for trucks (**731-587-9626**)

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

Temporary Housing

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

- Westview High School
- Martin Middle School
- Local Churches

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

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

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

Food Needs

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

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

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

Identification of Special Needs Residents

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

Dealing with the Media

All media requests should be directed to Bud Grimes, Vice Chancellor for Communications & Marketing (Public Information Officer) at 731-881-7615.

Aftercare

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

BOLING UNIVERSITY CENTER PROCEDURES

Initial Contact

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

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

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

Student Relocation

- 1) Make notice of the need to open and occupy the University Center:
 - Director of Student Life and Multicultural Affairs: Rachel Stephens/Kameron Echols
 - Assistant Director, University Center: Lindee McCurley
 - Maintenance Supervisor: Scott Lewis
- 2) Identify appropriate spaces for relocation and prepare for occupancy.
- 3) Staff for an appropriate level of operation and supervision.
- 4) Await further instructions from the Emergency Management Team.

Feeding

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

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

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

Student Health & Counseling

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

Information System

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

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

STUDENT HEALTH & COUNSELING PROCEDURES

COUNSELING:

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

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

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

HEALTH SERVICES

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

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

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

<u>Position</u>	<u>Contact</u>	<u>Office</u>	<u>Cell</u>
Vice Chancellor	Andy Lewter	881-7710	
Assistant Vice Chancellor	John Abel	881-7525	
Assistant Vice Chancellor Student and Residential Life	Gina McClure	881-7735	
Student Life and Multicultural Affairs, Dir.	Vacant	881-7888	
University Center, Asst. Dir.	Lindee McCurley	881-7766	
Housing, Asst. Director, Res. Life	Ryan Martin	881-7731	
Student Health & Counseling, Dir.	Shannon Deal	881-7750	
Clinical Coordinator, Counseling	Jenifer Hart	881-7750	
Senior LPN	Lisa Fagan	881-7750	
On-Call Physician	Susan Lowry	587-9511	
West Tennessee Healthcare Volunteer Hospital		587-4261	
Student Conduct Officer	Shannon Perry	881-7703	
Dining Services, Director	John DePaola	881-7771	
Campus Rec, Dir.	Eric Simmons	881-7746	
Campus Rec.,Asst. Dir.			
Asst. Dir., Student Life	Rachel Stephens	881-7527	
Asst. Dir., Student Life (Interim)	Ben Ort	881-7756	

Revised: 05/22

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

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

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

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

UT System

Randy Boyd President	865-974-2241
Cynthia Moore , Secretary	865-974-8886
Kerry Witcher President, UT Foundation, Inc. and Vice President for Development and Alumni Affairs	865-974-4531
Mike Gregory Director of Special Events & Emergency Management Services	865-974-5028
David Miller Chief Financial Officer & Sr. Vice President	865-974-1763/9080
Luke Lybrand Treasurer	865-974-2302

City/County Officials

Mayor Randy Brundige	731-587-3126
Police Department	731-587-5355
Don Teal, Chief of Police	731-514-2716
Fire Department	731-587-4919
Jamie Summers, Fire Chief	731-587-4919
	731-587-4261
West Tennessee Healthcare Volunteer Hospital	
Red Cross	731-587-5948
Brandy Box, Director of Emergency Services (Northwest TN Chapter)	731-286-4740
Emergency Management Agency for Weakley Co.	731-364-5454
Ray Wiggington, Director	

State Officials

TEMA	800-262-3300 (emergency line)
Jane Waldrop, Regional Director	800-322-7341, 731-422-3300
John Bobbitt, Regional Planner	731-426-0630, 800-322-7341
Jay Nance, Coordinator	800-322-7341
	731-234-4620

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

Tennessee Bureau of Investigation	615-744-4000
US Secret Service	615-736-5841
TN Highway Patrol	
Capt. Ricky Bratton	615-719-3769
Director Jason Maxedon, TWRA	731-695-7456
Rep. John Stevens	615-741-4576
Weakley Co. Sherriff's Office	731-364-5454
	Or 911

Federal Officials

FEMA, Region IV (General Number)	770-220-5200
Director, Brad Loar	770-220-5416
Regional Administrator, Major Phillip May	770-220-5224
Environmental Officer, William Straw	770-220-5432
Administration & Resources Planning	770-220-5272
Kelvin Kellkenberg, Acting Director	770-220-5454
Admin. Services Branch Chief, Andy Newton	770-220-5558
Director Response Recovery, Jesse Munoz	770-220-5212
Railroad Emergencies	800-232-0144
Toxic Chemical & Oil Spills	800-262-3300
Mobile Emergency Response Support	800-333-4846
	229-225-4756
National Emergency Coordination Center	202-898-6100
Senator Stephen Fincher	202-225-4714
	731-588-5190
Congressman David Kustoff	731-412-1142

Revised: 6/22

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

MESSAGE FORM

- INCOMING
- OUTGOING

_____ DATE

_____ TIME

_____ MESSAGE NO.

TO: _____

FROM: _____

- RECEIVED
- SENT

BY: _____

MESSAGE

ACTION TAKEN

ROUTED TO:

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

INFORMATION COPY TO:

GIFT IN KIND REPORT

TO: UT Martin Office of Development
320 Administration Building

FROM: _____
Department

DATE: _____

RE: Gift-in-Kind

Please record a gift-in-kind as follows:

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

- 2) NAME AND ADDRESS OF DONOR:

(Individual or company contact person)

(Company name, if applicable)

(Address)

- 3) DATE OF GIFT: _____

- 4) DESIGNATION OF GIFT:

- 5) SPECIFIC DESCRIPTION OF GIFT:

Department Representative Signature

**APPENDIX CC: OFFICE OF UNIVERSITY RELATIONS
CRISIS COMMUNICATION PLAN (Reviewed 11/18)**

I. Decision Makers for Crisis Situations

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

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

II. Procedures When a Crisis Occurs

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

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

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

III. Key Media Contacts

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

The Pacer, WUTM-FM, Weakley County Press, Thunderbolt Broadcasting (WCMT, WCDZ, KYTN), Dresden Enterprise, WWKF-FM/WENK-AM (Union City), Union City Daily Messenger, Paris Post-Intelligencer, WBBJ-TV, KFVS-12 (Cape Girardeau), Jackson Sun, WPSD Local 6, WLJT-DT, University of Tennessee Communications and Marketing, Milan Mirror-Exchange, SL-100 (Dyersburg), Dyersburg State Gazette, Fulton Leader (Fulton, Ky.)

IV. Types of Information Available

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

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

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

V. University Employee Information

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

VI. Death of a Student or Employee

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

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

VII. Inclement Weather or Natural Disasters

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

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

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

APPENDIX DD: MISCELLANEOUS INSTITUTIONAL RESOURCES

Athletics

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

Revised: 06/13, Reviewed: 09/18

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

APPENDIX EE: AUTOMATED EXTERNAL DEFIBRILLATORS

THE UNIVERSITY OF TENNESSEE AT MARTIN

**Written Notice of Automated External Defibrillator Program
Program Updated August 21, 2023**

Date of program initialization: January 2010 University Contact Personnel:

Ted Council 731-881-7602

tcouncil@utm.edu

Room 164 Crisp Hall

Martin, Tn. 38238

Medical Director – Dr. Susan Lowry

Device type and placement

UTM has 46 Phillips HeartStart Onsite Defibrillator units on campus in the following locations.

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

	<u>Location</u>	<u>Serial No.</u>	<u>Installed</u>
1.	Administration Building, first floor, by center stairwell.	A09G-00904	12-22-09
2.	Library, near room 152.	A09G-01146	12-22-09
3.	Gooch Hall, 1 st floor, outside Continuing Education.	A09G-01025	12-22-09
		Pediatric Pads	
4.	Brehm Hall, South end of 2 nd floor, near Biology office.	A09G-01011	12-22-09
5.	Humanities, 2 nd floor at center stairwell.	A09G-01038	12-22-09
6.	University Center, 2 nd floor, across from information desk.	A09G-00911	12-22-09
7.	Business Administration, north wall of main lobby on 1 st floor.	A09G-00940	12-22-09
8.	Maintenance Center, east end of hallway, next to main office.	A09G-01119	12-22-09
9.	Student Health, west end of hallway.	A09G-00913	12-22-09

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

<u>Location</u>	<u>Serial No.</u>	<u>Installed</u>
10. Agriculture Teaching Facility, Headquarters Bldg.	A09G-01111	1-5-10
11. Agriculture Pavilion, northeast corner, ground level	A09G-01114	1-5-10
12. EPS Bldg., first floor, near main entrance	A09G-00848	1-5-10
13. Football Athletic Training room	A09G-01429	12-22-09
14. Main Athletic Training Room-Fieldhouse, games/practices	A09G-01154	12-22-09
15. Portable unit for Rodeo, equine center, Ag Pavilion	A09G-01150	12-22-09
16. Student Recreation Center on 1 st floor outside Fitness Center doors.	A09J-00791	1-25-10
17. Student Recreation Center on 2 nd floor outside walk/jog balcony next to fire extinguisher.	A09J-00776	1-25-10
18. Elam Center 1 st floor just outside old pool doors.	A06F-01674	2008
19. Skyhawk Fieldhouse on 2 nd floor walk/jog balcony next to telephone.	A06F-03132	2008 Pediatric Pads
20. Elam Center, 2 nd Floor Concourse Entrance to Arena	A15D-06413	5-15-15
21. Campus Recreation for field use	A10G-00669	8-10-10
22. Crisp Hall, South Entrance, West Wall	A10G-00615	8-16-10
23. University Center, 1 st Floor across from main entrance to Cafeteria	A10G-04838	8-18-10
24. Library, 2 nd floor at elevator	A10F-05778	8-18-10
25. Alumni Center	A10G-04788	8-18-10

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

<u>Location</u>	<u>Serial No.</u>	<u>Installed</u>
26. Student Life Center	A10G-04964	8-18-10
27. Central Housing in Clement Hall	A10G-00641	8-20-10
28. Browning Hall on Column near front desk	A10G-00414	8-20-10
29. Ellington Hall on wall in front of front desk	A10G-00715	8-20-10
30. University Village II in lobby of F building	A14A-07219	8-20-10
31. University Village 1 in C106	A10G-00747	8-20-10
32. Cooper Hall on east wall near front desk	A16F-06226	9-20-16
33. Public Safety Patrol Vehicle	A21F-04263	9-27-21
34. Children's Center, near main entrance	A10F-05986	10-12-10 Pediatric Pads
35. ROTC Building, in main entrance foyer	A10G-00086	11-16-10
36. Baseball/Softball Building	A10G-00620	3-14-11
37. Sociology Building, in hallway near Office	A11G-01464	8-16-11
38. McCombs Center, at south entrance.	A23F-04566	8-14-23
39. University Village II in lobby of G building	A10K-01516	2011
40. University Village II in lobby of H building	A10K-01519	2011
41. Fine Arts Building main entrance	A13K-08327	2-18-14
42. Fieldhouse 1 st floor, near room 1081	A16F-04566	9-19-16
43. Latimer/Smith Bldg. 1 st floor	A22J-02032	6-17-23
44. Latimer/Smith Bldg. 2 nd floor	A22J-01985	6-17-23
45. Latimer/Smith Bldg. 3 rd floor	A22J-02334	6-17-23
46. Bob Carroll Football Bldg.	A23E-05432	6-27-23

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

All units in the buildings will be accessible by building occupants during the times that the buildings are open or occupied.

The AEDs will not be used off the University campus with the exception of the unit assigned to the Campus Police (if requested).

Training Requirements

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

Maintenance and testing

The Phillips Onsite is very simple to maintain. The Onsite performs a self-test every day. In addition, a battery insertion self-test is run whenever a battery is installed in the device.

Periodic checks will be made and recorded to determine that the green light is flashing which indicates the device is ready for use.

Contact Personnel

Ted Council, Safety Officer

Office of Environmental Health and Safety

Phone No.

731-881-7602

Charles Jahr, Safety and Emergency Management Coordinator 731-881-7583

Medical Director

Dr. Susan Lowry

731-587-9511

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

The University of Tennessee at Martin AED Response Protocol

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

Responder

Shake and shout at victim. If no response;

Have someone call 911. If no one is available, call 911 and return immediately to the victim.

Have someone retrieve the AED.

Begin ABC's of CPR.

Utilize AED if necessary.

Police Dispatcher

Immediately dispatch an officer and call for an ambulance. The ambulance should be summoned right away. (DO NOT wait for the responding officer to arrive and authorize).

Upon arrival of the responding officer, obtain as much pertinent information as possible and communicate to EMS.

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

Notification

Following any event involving the use of an AED, the responder must complete the AED Use Report. (See attached report form)

Campus police must then notify the UTM Office of Environmental Health and Safety to ensure that supplies are restocked.

The University of Tennessee at Martin Automated External Defibrillator Use Report

Date and time of Use: _____ Location: _____

Patient Information:

Name: _____ Age: _____ Sex : _____

Patient Condition upon your arrival: (circle)

Conscious Breathing Pulse CPR

Unconscious Not Breathing No Pulse No CPR

What action did you take? _____

Was shock needed? Yes No Was shock delivered? Yes No
Did pulse return? Yes No Did breathing return? Yes No
Was CPR performed? Yes No By whom? _____
Did patient become conscious? Yes No
Condition on arrival of EMS? _____
Outcome (if known): _____
Names of all AED responders:

Your Name

Date

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

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

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

Bus Companies

Wise Coaches, Inc (26 buses)

Hermitage, TN

Office Phone: 615-391-3505

After hours' emergency dispatch: 615-928-6021

Contact: Alan Wise

Anchor Tours (Access to 35-45 buses in Nashville and Lexington, TN)

Nashville, TN Office Phone: 615-860-6800 or 800-476-2841 (after office dispatch option)

Contact: Johnathon Douglass (Lexington)

Office Phone: 731-249-7045

Alternate contact: Joy Franklin

Gray Line (Varies but access to at least 1 bus)

Nashville, TN

Phone: 615-921-4000 or 615-921-4014

Fax: 615-921-4439

Direct Dispatch: 615-883-2879 or 615-883-2619

Contact: Bill Thompson

West Tennessee Motor Coach (7 buses)

Paris TN

Office Phone: 731-642-0860

Fax: 731-641-6174

Contact: Brad Melton

Waste Disposal Company

Red River Waste Solutions, LP

1601 North Hwy 51 South

Union City, TN 38261

Contact: Laken Burpo

Office: 731-884-2860

Fax: 731-884-2878

Effective Date: 3/15/86, Revised Date: 2/2020

Page 102 of 126

Alternate Contact: Bill Roden

Office: 731-884-2860

Roofing Contractor

Capps & Castele Roofing

Paris, TN

Effective Date: 3/15/86, Revised Date: 08/23

Page 101 of 126

UTM Safety & Health Procedures, Subject F: Emergency Response Plan
Office Phone: 731-642-0228

Contact: Dennis Capps
Jerry Melton

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

Allen Searcy Contractor
Union City, TN
Office Phone: 731-885-7633
Office Fax: 731-885-4939

Contacts:
(Brian)
(David)

Elevator Service Contract

Otis Elevator Company
Memphis, TN
Office Phone: 901-527-0291 (option 1 to place service call)

Contact: Shannon Jones, Branch Manager
After hours: 1-800-233-6847 (Call Center)

Mechanical Contract

Garrett Plumbing
Jackson, TN
Office Phone: 731-668-3339
Fax: 731-664-5541

Contact: Charlie Garrett
Alternate Contact: Mike Johnson

Water Treatment Contract

Nashville Chemical
Nashville, TN
Office Phone: 615-350-7070
Office Fax: 615-350-6331
Contact: Drake Watson

Effective Date: 3/15/86, Revised Date: 2/2020

Page 103 of 126

Local Telephone Service

Frontier Communications
Martin, TN
Office Phone: 731-587-9437

Contact: Mike Metts - Local Manager Martin (first point of contact)
Email: charles.metts@ftr.com

Contact: James Bilbrey Email: James.Bilbrey@ftr.com Director of Operations South

Effective Date: 3/15/86, Revised Date: 08/23

Page 102 of 126

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

Contact: Shelia Matthews Phone: 919-308-2394

Email: shelia.m.matthews@ftr.com

Contact: Cyndee Madden Cell Phone: 919-808-6296

Email: Cyndee.Madden@ftr.com

Local Electric Company

Weakley County Electric

Martin, TN

Office Phone: 731-587-9521

Office - After hours: 731-587-9521

Contacts:

Faron Collins (Manager) Home Phone: 731-235-2902

Andrea Harrington

Glass Contract

Union City Glass

Union City, TN

Office Phone: 731-885-7211

Contact: Darren Johnson

Carpet/Floor Tile Contract

Color Shop

Martin, TN 38237

Office Phone: 731-587-3102

Office Fax: 731-588-2852

Contact: Richard Kelley

Heavy Equipment Services

Pearce Truck & Auto

241 Courtright Road

Martin, TN 38237

Office Phone: 731-587-2386 (Dispatch)

Contact: Joey Pearce

Revised 02/20

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

**APPENDIX GG: INFORMATION TECHNOLOGY (IT) SERVICES EMERGENCY RESPONSE PLAN
(Revised 7/22)**

Table of Contents Sections:

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

I. Introduction and Purpose

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

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

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

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

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

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

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

Primary OBJECTIVES of the Plan

This disaster recovery plan has the following primary objectives:

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

II. Examples of Disasters and Risks

FIRE

The threat of fire in the Crisp Hall server room area is real. The building is filled with electrical devices and connections that could overheat or short out and cause a fire. The computers within the facility also pose a quick target for arson from anyone wishing to disrupt University operations. An automatic whole-room inert gas-based fire detection and suppression system was installed in the machine room, network room, and telecom switch room in the summer of 2011. However, the remainder of the wood-construction building has no fire protection such as a sprinkler system. A fire originating in another part of the building could still cause loss of the server room, even with its suppression system.

FLOOD

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

TORNADOS AND HIGH WINDS

With UT Martin being situated in "Tornado Alley", damage due to high winds or a tornado is a very real possibility. Of the disasters we face, a tornado has the potential to cause the most destruction. If the integrity of the Crisp Hall roof is compromised in the server room area, significant damage can occur.

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

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

COMPUTER CRIME

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

PANDEMIC SICKNESS OUTBREAK

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

III. Initiate Emergency Procedures

Initial Information Technology Services Notification Team

Name	Title	Contact Information
Helpdesk		731-881-7900
Olivia Hazelwood	Director, Client Services and Support	
Craig Ingram	Director, Web & Application Development and ITC	
Amy Belew	Chief Information Officer	
Brian Stubblefield	Security Administrator	
Coy Hazelwood	Director, IT Infrastructure	
Summer White	Business Manager	

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

Additional Contacts:

Banner

Larry Holder

Doug Bloodworth

Cody Thomason

Portal

Cody Thomason

Kurt Wesner

Xtender

Cody Thomason

Touchnet

Doug Bloodworth

Network/Cable TV

Will Turner

Ben Wolski

Field Services / Copiers

Jaymee King

Daryl Hawkins

Telephone

Roger Elmore

System Administration

Steven Robertson

Denver Crittendon

Shannon Null

Distance Learning

Nathan Tolene

Matt Adams

CBORD

Steve Lemond

Web Site

Craig Ingram

Kurt Wesner

UTK-Alternate Website

Joel Reeves

865-974-1537 Office

UTM Safety & Health Procedures, Subject F: Emergency Response Plan
Secure all Information Technology Services locations

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

Protect all backup media

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

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

Prepare Emergency Communications:

Utilize the Verizon MiFi device if the network is unavailable and cell is available. As a last resort contact Knoxville or Chattanooga to help maintain the emergency website.

Consider the use of Facebook UTM Emergency Group or any of ITS' social media for additional communications beyond those described early in this document.

Prepare the EOC Facilities:

Prepare the EOC for communications: Public Safety Conference Room, Chancellor's Conference Room, or the Physical Plant Conference Room. Many of the technicians and administrators in Crisp Hall have access to short-wave radios to support communication in the event of a disaster?

University Relations will be in the Administration Building's second-floor conference room. Web Services will support University Relations.

Information Technology Services will be in the Crisp Hall Conference Room. The Helpdesk will be in the front lobby of Crisp Hall. They are equipped with iPads and laptops which can be paired with MiFis to maintain an Internet connection.

Determine Personnel Status

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

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

General Guidelines:

- Establish emergency communications based on what is not damaged

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

- www.utm.edu
- MyUTMartin and Canvas
- Mass email to Information listserv
- Utilize Zoom for video conferencing
- RAVE Wireless opt-in text messaging
- Cable TV accessible channels
- Helpdesk to receive phone calls
- Client Services & Support handheld radios
- Survey situation
 - Conduct site survey
 - Determine the extent of damage
 - Salvage usable equipment
- Reestablish services
 - Establish LAN and WAN connectivity
 - Order necessary equipment
 - Establish critical service

IV. Assessment Procedures

Damage Assessment Team

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

1. Provide information to be able to choose the recovery site.
2. Provide an assessment of the salvageability of major hardware and network components.

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

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

V. Recovery Team

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

The Disaster Recovery Teams are:

1. Network and Telephone Recovery Team (Will Turner, Ben Wolski, Randy Newman)
2. Server Infrastructure Recovery Team (Steven Robertson, Tommy Martin, Denver Crittendon)
3. Applications Recovery Team (Larry Holder, Doug Bloodworth, Cody Thomason, Brett Whitson)
4. Equipment acquisition Team (Coy Hazelwood)
5. Communications and Administrative Support Team (Olivia Hazelwood, Summer White)

Plan of action:

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

VI. Recovery Procedures

Establish Location

The University of Tennessee at Martin Office of Information Technology Services currently operates a beginning stage disaster recovery (DR) site and currently houses a secondary Storage Area Network (SAN). The primary SAN, which is located on the UT Knoxville campus, holds all of the datastores for the VMware virtual server environment as well as all high-profile data including the Banner Information Systems database and replicates data to the secondary SAN. In the event of a disaster that renders the computer center on the UT Martin campus unusable, the DR site will still be able to access a backup of the critical data.

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

Acquire Equipment

- Servers for VMWare hosts
 - CBORD-related
 - KVMs, keyboards, monitors, and mice
 - Telephone switch
 - Air conditioning
 - Electrical power
 - Racks
 - UPS and generator
 - Network - Wiring/wireless
 - Voice
 - Video
 - Data
 - Switches
 - Routers
 - Firewalls and other security devices
 - Other network appliances (e.g., load balancers, etc.)
 - Laptops for individual use
 - Multifunction Devices
 - Desks, chairs, tables
 - Telephones
 - Security
- Prepare the recovery location

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

- Locate usable backups for recovery

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

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

- Follow individual recovery plans for each system

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

VII. Pandemic Viral Outbreak

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

Computer Labs

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

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

Campus closure

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

- o Necessary emergency alert measures will be activated to facilitate enhanced communications.
- o The IT Leadership team will assess the current resources and needs to include the availability of IT staff to work on-site or remotely and determine alternate personnel to fill gaps in IT staffing during illness.
- o Most IT staff are expected to telecommute during the campus closure. Only necessary, designated personnel are to be present on campus during the closure.
- o All systems are expected to remain up and active during the campus closure. All system upgrades will be suspended.

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

- Network traffic will be closely monitored and traffic shaping will be adjusted to ensure that essential mission-critical traffic types are given bandwidth priority.
- The helpdesk will remain open and be prepared to field questions surrounding distance learning, video conference, Canvas, and other systems used to hold classes during campus closure. Full-time help desk analysts will be fielding calls from home or from individual offices to reduce contact with others that could spread the flu virus.
- Access to administrative systems will be available to staff through VPN connectivity.
- ITC Personnel will remain available to assist Faculty in establishing remote courses using Canvas, Zoom, and other technologies.
- The following online resources will be utilized and/or maintained to facilitate online courses during the campus closure:
 - Canvas
 - Zoom
 - Streaming server
 - WUTM Radio and streaming
 - Webcasting
 - Google Apps
 - YouTube
 - Email
 - Teams
 - Teleconferencing

VIII. External Business Partners

A complete list of all external business partners is housed internally within the ITS Department and is referenced via Policy IT0128-M-B.

IX. Disaster Recovery Plan Training and Testing

1. Review and change this plan every year.
2. Review and change the detailed system, network, and application plans every year or when major changes occur.
3. Personnel training occurs as needed and as roles or responsibilities are updated.
4. Regular tests and exercises for disaster recovery should be performed regularly and updated as needed.

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

APPENDIX HH: Mutual Aid Agreement with the Tennessee Board of Regents, System, Resource Sharing in an Emergency

Memorandum of Understanding between The University of Tennessee System, University of Memphis, Middle Tennessee State University, East Tennessee State University, Tennessee State University, Tennessee Tech University, Austin Peay University, and Tennessee Board of Regents Resource Sharing in an Emergency

Introduction

Purpose of the Memorandum

The purpose of this memorandum (here, after referred to as the MOU) is to allow the signatories, all of whom are public institutions of higher education within the State of Tennessee, to identify and share resources between campuses in the event of a natural or man-made emergency. This MOU is made in the recognition of the unique nature of higher education institutions and with the knowledge that in the post incident environment resources unique to the mission of an institution may not be available from sources other than a similar institution. This MOU also recognizes that in the aftermath of a disaster recovery resources may be needed for higher priorities and that requests for assistance from the campus may go unanswered for the sole reason that resources are unavailable in the local area. This MOU provides a mechanism for each campus to draw on the resources of other institutions which are unaffected by the incident.

Legal authority for the MOU

This MOU is made generally under the authority of Tennessee State Code Annotated (TCA) 58-2-108, which directs all state agencies to prepare for such emergencies as may arise.

Concept of Operation

In the event of an emergency which affects the campus of a signatory to this MOU, that campus will have the ability through this MOU to obtain personnel, supplies, equipment, and classroom space from other signatories to this MOU. Any institution so affected will conduct a damage assessment and place a request for assistance to other schools as outlined in the Operations section below. Participation will be on a voluntary basis and fulfilling of any request shall be done through negotiation between the requesting and assisting institutions. The assisting institution shall be viewed as a vendor to the requesting institution for the purposes of accounting and reimbursement. The key goal is to preserve life, property and to provide a method for academic and business continuity in the event of an emergency.

Governance

Participation Non-Binding

Participation in this MOU is voluntary and the existence of this MOU shall not be construed as placing a requirement to respond or otherwise bind any member.

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

No Contractual Obligation

Because participation is voluntary, this MOU does not place any contractual obligation on any institution to complete any work or project undertaken by virtue of this MOU. Participants understand that the purpose of this MOU is to provide assets which are not otherwise available during the latter stages of an emergency response or the first phases of a recovery effort. This MOU is specifically not intended to require any member to act as a contracted agency for the duration of a response or recovery effort.

Joint Implementation Planning

The organizational body for this MOU, hereafter called the Working Group, will be, The University of Tennessee, on behalf of its campuses and institutes (UT), the Tennessee Board of Regents (TBR), the University of Memphis (UM), Middle Tennessee State University (MTSU), East Tennessee State University (ETSU), Tennessee State University (TSU), Tennessee Tech University (TTU), and Austin Peay State University (APSU).

Decisions as to content and implementation shall be made through mutual agreement between these groups.

These groups shall communicate periodically to develop standard operating procedures and other guidance as may be needed to implement this memorandum

Periodic Review or Modification

This document shall be reviewed on at least a bi-annual basis beginning in the first even numbered year after its adoption. This review shall in no way prevent the Working Group from proposing and making changes at any time as needed. Changes shall be made through mutual agreement between TEMA, UT, TBR, UM, MTSU, ETSU, TSU, TTU, & APSU.

Administration

The Working Group discussed in Joint Implementation Planning above shall serve as an executive committee for the purposes of managing this document. The Working Group shall be charged with publishing modifications, including changes in contact information or resource catalog entries for any participating campus.

Procedures for Amending MOU

In the event of circumstances necessitating amendments to the MOU, including, but not limited to, withdrawal of a signatory, changes in legislative authorities, or changes in assets to be provided by a signatory such changes must be approved by the Working Group discussed under Joint Implementation Planning. All such changes will be considered temporary until they are ratified by the Working Group and incorporated into a written amendment to the MOU signed by authorized officials of both parties.

Procedures for Termination of this MOU

This Agreement will commence on January 1, 2018 and continue to be valid until amended, modified, or terminated. The Agreement will be reviewed every five (5) years or as needed to either make necessary revisions or to be terminated. This MOU is voluntary and UT, TBR, UM, MTSU, ETSU, TSU, TTU, or APSU may withdraw with 30 days advanced written notice given to the other parties. Withdrawal by any

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

individual party will not affect the validity of the MOU with regard to the remaining parties. Notwithstanding anything herein to the contrary, the parties may agree to terminate this MOU at any time upon written agreement of all parties.

Counterparts

This MOU may be executed in any number of counterparts, each of which when executed will constitute an original and all of which taken together will constitute a single agreement

Fiscal Issues

Responsibility for Costs Incurred

The requesting agency shall be responsible for all reasonable and documented costs incurred under this MOU except as may be noted below. Cost to be billed to the requesting agency shall include personnel time, expendable supplies, fuel, maintenance or repair which results from use of the equipment at the requesting facility, or other reasonable costs. Notwithstanding anything in this MOU to the contrary, the parties agree that all costs for materials and services provided under this MOU shall be (1) subject to an agreed maximum cost to the requesting campus; (2) reasonable and customary; (3) whenever possible, based on existing state or institutional contracts; and (4) in compliance with applicable state price gouging laws.

Provisions for Accommodation and Support of Responders

The cost of transportation, lodging, and meals for personnel from the responding agency shall be borne by the requesting institution and shall be reimbursed in compliance with the requesting institution's travel reimbursement policy.

Responsibility for Damaged Assets

To the extent allowed by the Tennessee Claims Commission Act ("TCCA"), Tennessee Code Annotated Section 9-8-301 *et seq.*, damage to equipment shall be the responsibility of the institution whose personnel were operating the equipment at the time of the damage.

Prohibition of Assignment

Duties and responsibilities under this MOU may not be assigned to any third party unless that third party becomes signatory to this MOU. Deployment of contractors as discussed in General Information on Service, Equipment, and Materials below shall not be considered a third-party assignment.

Limits on Third Party Liability

Signatories to this MOU are each protected under the TCCA, or the insurance protections provided by contract with private insurance as appropriate. Each signatory agrees that no third-party liability shall exist and that each signatory shall respond and operate under the protection of its own policies and legislative protections. Any liability of the signatories to the other party and third parties for any claims, damages, losses, or costs arising out of or relating to acts performed under this MOU shall be governed by the TCCA.

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

Separate Status, Borrowed Servant/Employee-Employer Status

At all times employees of any signatory will remain employees of that signatory. No borrowed servant status is considered to exist. All employees shall remain subject to the personnel policies of their own agency although they may be under the operational control of the requesting campus. Regardless of employment status all personnel shall be required to abide by all applicable Federal, State, Local, and requesting campus regulations and guidelines. Each requesting agency reserves the right to enforce its own regulations regarding safety and security and all signatories agree to this as a condition of membership.

Operations

General Information on Service, Materials, and Equipment

This MOU provides for the intercampus sharing of resources, including, but not limited to:

1. Personnel including
 - a. Skilled craftsmen
 - b. Instructional staff
 - c. Administrative personnel
 - d. Housing staff
 - e. Law enforcement personnel
2. Equipment including
 - a. Vehicles
 - b. Tools
 - c. Heavy equipment
 - d. Instructional equipment (audio visuals etc)
 - e. Information Technology Assets
3. Materials including
 - a. Construction materials
 - b. Hazard control materials (barriers, cones, road salt, etc)
 - c. Expendables (bits, blades, office supplies, etc)
 - d. Personal protective equipment
4. Facilities
 - a. Classroom space
 - b. Administrative space
 - c. Maintenance facilities

In addition to the resources listed above, institutions may request in writing that other institutions activate time and materials contracts, which may be in place, and to deploy the resources of that contractor to the requesting campus. All cost for such deployment, including time, materials, travel, lodging, and support, shall be subject to an agreed maximum cost to the requesting campus and will be paid by the requesting campus in compliance with the Responsibility for Costs Incurred section. The requesting and responding campuses will coordinate to either allow the requesting campus to pay

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

invoices directly or, if the terms of the contract require, reimburse the responding campus for payment of invoices.

Tennessee Code Annotated Section 49-7-118(e)(1) authorizes law enforcement agencies, including law enforcement agencies established by public institutions of higher education, to enter into mutual assistance and other agreements with other law enforcement agencies, including law enforcement agencies established by other public institutions of higher education, to provide for the mutual exchange of law enforcement officers for a particular purpose or for mutual assistance to effectuate arrests, execute search warrants, and perform other law enforcement functions and, when necessary, to act outside their jurisdiction. Pursuant to Tennessee Code Annotated Section 49-7-118(e)(2), when acting pursuant to this MOU, a law enforcement officer employed and provided by a signatory to this MOU to assist another public institution of higher education shall have the same legal status and immunity from suit as law enforcement officers of the public institution of higher education being assisted and shall be covered by the liability insurance policy of the public institution of higher education that employs the law enforcement officer.

Responsibilities of Participating Agencies

All institutions that elect to participate in this MOU are responsible for the following.

1. Providing the following to their respective representative (TBR, UT TEMA ESC, UM, MTSU, ETSU, TSU, TTU, & APSU)
 - a. Accurate and up-to-date contact information.
 - b. Timely notification in the event a signatory wishes to withdraw from the MOU.
2. Requesting agencies are responsible for the following.
 - a. Clearly identifying the resources being requested under this MOU
 - b. Initiating a request in accordance with the procedures outlined below.
 - c. Providing needed logistics for the support of responders.
 - d. Taking reasonable precautions to provide safety and security for responders and their equipment.
 - e. Developing incident action plans which outline the duties of responding agencies
 - f. Tracking all assets and expenditures in accordance with National Incident Management System (NIMS) principles.
 - g. Providing timely reimbursement for all expenses incurred by responders.
3. Responding agencies are responsible for the following.
 - a. Transportation to the requesting location.
 - b. Reporting to the incident command post or staging area as directed by the requesting agency.
 - c. Clearly informing the requesting institution of any limitations which would affect the ability to complete the actions assigned under the Incident Action Plan.
 - d. Performing all duties in accordance with NIMS protocols.
 - e. Assisting in the tracking of all assets and expenses to ensure proper reimbursement.

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

- f. Observance of and compliance with all health, safety, and other related regulations or policies of the requesting institution.

Procedure for Requesting Assistance

In the event of an emergency which necessitates activation of this MOU, the requesting institution will:

1. Perform damage assessments as needed and report the results to the appropriate local emergency management agency.
2. Coordinate with local authorities to the fullest extent possible to draw from local assets.
3. In the event local assets prove insufficient, the requesting institution will develop a list of requested resources. The requesting agency should query the signatories via the working group for responder institutions that can best fill their needs.
4. The requesting agency will then contact the prospective responder directly and seek to coordinate the activities.
5. Once an agreement to respond has been reached, the requesting institution and the responding institution will both contact their local emergency management agencies and inform them of the agreement.

NOTE: Failure to coordinate through local emergency managers may result in denial of payments from Federal or State Disaster Reimbursement Funds.

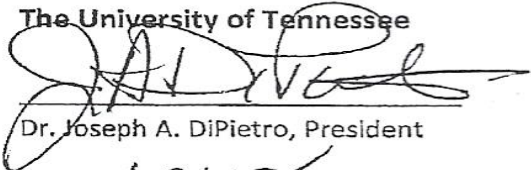
6. Local emergency management agencies may, at their discretion, communicate to verify the agreement and to provide such transportation and logistics support as they may see fit.
7. Upon arrival responders will operate in a manner consistent with NIMS and the procedures established by the Working Group discussed in Joint Implementation Planning above.

[signature page follows]

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

Signatures

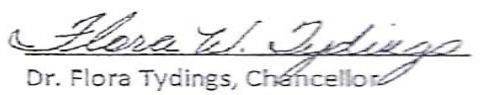
The University of Tennessee



Dr. Joseph A. DiPietro, President

2/9/18
Date

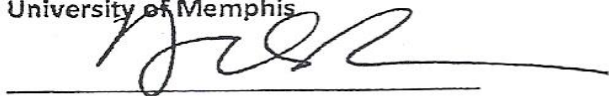
Tennessee Board of Regents



Dr. Flora Tydings, Chancellor

11-16-17
Date

University of Memphis



Dr. M. David Rudd, President

1-19-18
Date

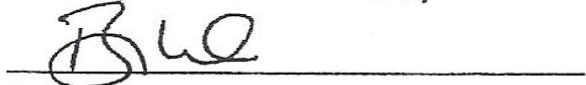
Middle Tennessee State University



FPR Dr. Sidney McPhee, President

1-10-18
Date

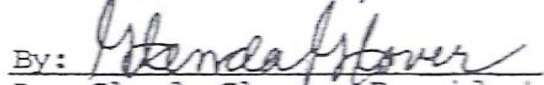
East Tennessee State University



Dr. Brian Noland, President

1-3-18
Date

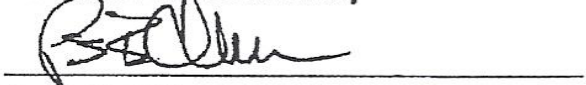
Tennessee State University

By: 

Dr. Glenda Glover, President

2/8/18
Date

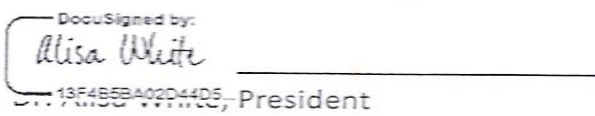
Tennessee Tech University



Dr. Phillip Oldham, President

11/17/2017
Date

Austin Peay State University

DocuSigned by:


13F4B5BA02D44D5, President

11/30/2017
Date

**Appendix II: Waiver of Liability
(for Volunteers)**

WAIVER OF LIABILITY

I _____, a person who is above the age of 18, have been made aware of the nature and risk associated with the campus clean-up activities, including but not limited to the risks of slipping, falling, being struck by falling objects, and being injured by other volunteers, scheduled for the _____ day of (month) _____ (year) _____. Realizing the nature and risk associated with this activity, I _____, waive all claims of liability against the University, the State of Tennessee, and the organizers of the clean-up.

I further hereby RELEASE AND HOLD HARMLESS, the State of Tennessee, the University of Tennessee, and their respective officers, employees, student workers, student interns, volunteers, agents, representatives, institutions, and/or departments from any and all liability, claims, damages, costs, expenses, personal injuries, illnesses, death or loss of personal property resulting, in whole or in part, from my participation in this activity.

Print Name

Signature

Date

Emergency Contact Name

Emergency Contact Phone Number

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

