

MARTIN METHODIST COLLEGE

EMERGENCY PREPAREDNESS PLAN

Updated: October 2018

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Important Telephone Numbers:

Local Emergency Services.....	911
Campus Security.....	931-309-7502
Executive Vice President and COO.....	931-363-9890; 931-309-1476
Provost and Vice President for Academic Affairs.....	931-363-9823
Giles County Sheriff's Department.....	931-363-3505
Middle Tennessee Poison Center.....	800-222-1222
Pulaski Police Department.....	931-424-4404

Important Addresses:

Martin Methodist College	433 West Madison St. Pulaski, TN 38478
Andrews Science Center	425 West Madison St. Pulaski, TN 38478
Bookstore	622 West Flower St. Pulaski, TN 38478
Campus Life House	420 West Flower St. Pulaski, TN 38478
Center for Church Leadership	500 West Madison St. Pulaski, TN 38478
Christian Life Center	Kermit Smith Dr. Pulaski, TN 38478
Colonial Hall	318 West Madison St. Pulaski, TN 38478
Criswell Hall	113-25 N. 5th St. Pulaski, TN 38478
East Campus	1238 East College St. Pulaski, TN 38478
Ed Harmon Hall	139 North 4 th St. Pulaski, TN 38478
Gault Fine Arts Center	423 West Madison St. Pulaski, TN 38478
Johnston Center & Library	411 West Madison St. Pulaski, TN 38478
Maintenance Shop	616 West Flower St. Pulaski, TN 38478
Maker Lab	111 North 1 st St. Pulaski, TN 38478
Martin Hall	433 West Madison St. Pulaski, TN 38478
Martin Methodist Clinic	625 West Madison St. Pulaski, TN 38478
Oakwood Apartments	204 South 3rd St. Pulaski, TN 38478
President's Home	429 West Flower St. Pulaski, TN 38478
Reveille House	408 West Madison St. Pulaski, TN 38478
Student Union Building	453 N. 5th St. Pulaski, TN 38478
Student Apartments	619 West Madison St. Pulaski, TN 38478
Student Apartments	617 West Madison St. Pulaski, TN 38478
Upperman Hall	328 West Madison St. Pulaski, TN 38478

Facility Coordinators:

Andrews Science Building:	Shanna Hanes	931-424-2024
Bookstore:	Margaret Jackson	931-363-9836
Campus Life House:	Sarah Catherine Richardson	931-424-4073
Center for Church Leadership:	Shana Hibdon	931-424-7347
Colonial Hall:	Tyler Cox	931-424-2015
Criswell Hall:	Keilyn Jones	615-984-8626
CLC/Gymnasium:	Jeff Bain	931-363-9872
East Campus:	Brandi Paul	931-363-9879
Gault Fine Arts Center:	Christine Poythress	931-424-7360
Johnston Center:	Mandy Springer	931-424-4061
Maker Lab	Dennis Haskins	
Martin Hall:	Audra Hughes	931-424-4663
Maintenance Building:	Rick James	931-363-1406
Martin Methodist Clinic:	Kim Porterfield	931-424-7338
Oakwood Apartments:	Stanton Belford	931-309-1670
President's Home:	Mark LaBranche	931-363-9802
Reveille House:	Kim Harrison	931-363-8765
Ed Harmon Hall	Joe Reynolds	931-424-2040
Student Apartments:	Brad Wolfe	931-424-7363
Student Union Building:	Jess Dicus	931-424-7356
Upperman Hall:	Trevy Trevarthen	931-424-7377

Purpose

The purpose of this plan is to establish policies and procedures for campus emergencies. The policies and procedures outlined in this plan are essential for protecting the lives and property of Martin Methodist College. While this plan does not cover every conceivable emergency that could occur, it does provide basic guidelines to be followed for most campus emergencies. Without question, the most important thing to remember when addressing any emergency or crisis situation on campus is that your safety is paramount. The safety of each staff member, faculty member, and student is the top priority in all emergency situations.

Types of Emergencies Covered in this Plan are:

1. Severe Weather/Tornado
2. Fire
3. Utility Failure
4. Bomb Threat
5. Hazardous Accidents
6. Violent or Criminal Behavior
7. Medical Emergencies
8. Psychological Crises
9. Civil Disturbance or Demonstrations
10. Off Campus Incidents

Definitions

1. **Emergency Director:** The Executive Vice-President and COO or his or her designee serves as the overall Emergency Director during any major emergency or disaster. Members of the Safety and Security Committee and designated faculty and staff will assist in carrying out emergency procedures. The president of the College is apprised of all situations that affect the operation of the institution or pose a threat to personal safety or property.
2. **Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College.
3. **Major Emergency:** Any incident, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major policy considerations and decisions will usually be required. If the Executive Vice-President and COO is not available, the Provost will assume responsibility.
4. **Disaster:** Any event or occurrence, which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to control the situation effectively. Outside emergency services will be essential.
5. **Assumptions:** This Emergency Preparedness Plan provides a plan for a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. The succession of events in an emergency situation is not predictable; and, therefore, this plan will serve only as a guide and checklist and may require field modifications in order to meet the requirements of the emergency.

Campus State of Emergency

The authority to declare a campus state of emergency rests with the President, the Emergency Director, and the Response Plan Coordinator or their designee. During this time, the appropriate procedures to safeguard persons and property, and maintain educational facilities, will be implemented. The College's administration will work closely with the Giles County Emergency Management Team in the event of earthquakes, fires, storms or major disasters occurring in or near the campus to determine the extent of any damage to the College and what action should be taken.

Emergency Operations Center

When a major emergency occurs or is eminent, it will be the responsibility of the Emergency Director to establish and staff the Emergency Operations Center. The first floor of Colonial Hall will serve as the Emergency Operations Center.

Media Relations

In any crisis situation it is important for the College to have a consistent and unified message, therefore, only the President or the Director of Communications will meet or talk with the media. However, depending on the situation, the President or the Director of Communications may appoint other spokespersons to speak on specific subjects.

Other Guidelines:

1. All Martin Methodist College personnel are notified to report emergencies to the Executive Vice-President and COO. All college personnel reporting emergencies are reminded not to speak to anyone, especially the media, on behalf of the College.
2. The President and Executive Council members are informed immediately of existing emergencies.
3. The President, the Executive Council, and appropriate members of the College's community who are involved in the emergency shall meet and decide on the appropriate action to be taken.
4. Any and all calls from the media are referred directly to the Director of Communication.

Emergency Response Team

In the event of an emergency, the Emergency Director will immediately contact the Emergency Response Team to meet at the Emergency Operations Center in Colonial Hall to initiate the Emergency Preparedness Plan. The President of the College is the only one who is responsible for approving the overall direction of the campus emergency response. The President is the only one who can declare and end a campus state of emergency. The Emergency Response Team will consist of the following personnel:

- Emergency Director: Executive Vice-President and COO
- Response Plan Coordinator: Provost & Vice President for Academic Affairs
- Faculty/Staff Support Coordinator: Assistant Vice President for Institutional Advancement
- Health and Human Services: College Chaplain
- Services and Student Affairs Coordinator: Director of Residential Life
- Emergency Response Security: Dean of Campus Life
- Public Information: Director of Marketing and Communications
- Damage Control: Assistant Vice President for Human Resources and Operations

The Emergency Response Team members will coordinate, as necessary, with the Response Plan Coordinator for the implementation and coordination of the campus operation plan and support as it pertains to their areas. Additionally, team members are to keep in constant communication with the Emergency Operations Center. General Responsibilities of the team members are listed below:

Emergency Director: Executive Vice-President and COO

- Responsible for the overall coordination of the College's emergency response.
- Works with the Response Plan Coordinator to determine the type and magnitude of the emergency and establishes the appropriate Control Center.
- Initiates immediate contact with the President and the College's administration and begins communication regarding assessment of the College's condition.

- In conjunction with the Emergency Response Team, prepares and submits a report to the President appraising the final outcome of any emergency situation.

Response Plan Coordinator: Provost & Vice President for Academic Affairs

- Notifies the members of the Emergency Response Team and advises them of the nature of the emergency.
- Insures appropriate notification is made to all faculty and staff when necessary.
- Works with the Director of Residential Life to insure students are made aware of any emergency occurring on campus or in the community.

Faculty/Staff Support Coordinator: Assistant Vice President for Institutional Advancement

- Coordination of available faculty and staff members to fulfill the needs and requirements of the student population.
- Assists other response team members in staffing requirements of particular activities.

Human and Health Services: College Chaplain

- Coordinates with the Program Director of the Nursing Division, to set up a site for emergency medical activities and directs additional trained medical personnel at the disaster site when warranted.
- Prepares and arranges staffing for an Emergency Health Center with necessary personnel and equipment.
- Establishes liaison with local medical facilities and physicians to provide necessary support.
- Works with Counselors to support staff and students at this time.

Services and Student Affairs Coordinator: Director of Residential Life

- Determines the needs and requirements for the student population.
- Coordinates with the Dining Services Manager to provide food and other items during times of emergencies and disasters.
- Makes arrangements with local support agencies for provision items, blankets, food, water etc.

Emergency Response Security: Dean of Campus Life

- Maintains emergency equipment in a state of constant readiness.
- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect life and property of the College.
- Obtains assistance from city, county and federal emergency aid resources as required.

Public Information: Director of Communications

- Will meet and consult with the President before giving any information to the media.
- Establishes liaison with the news media for dissemination of information by the President.
- Prepares news releases for approval and releases to the media any information concerning the emergency.

Damage Control: Assistant Vice President for Human Resources and Operations

- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, rescue teams, damage assessment, debris clearance, emergency repairs, and equipment protection.
- Provides vehicles, equipment and operators for movement of personnel, equipment and supplies; assigns vehicles as required to the Emergency Response Team.
- Obtains the assistance of utility companies as required for the emergency.

- Furnishes emergency power and lighting systems as required.
- Provides alternative space to relocate essential services and functions, if necessary.

Evacuation Procedures

- In an emergency, call EMS at 911.
- Be sure to identify yourself and give the location of the emergency.
- Notify the Emergency Director and the Director of Campus Security at the earliest possible opportunity.
- If the Emergency Director is unavailable, contact the Response Plan Coordinator at the earliest possible opportunity.

Building Evacuation

- All building evacuations will occur when an alarm sounds, when a Martin Methodist alert message is issued, or upon notification by the Emergency Director.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- When classes are in progress, the instructor will be responsible for instructing all students in the classroom to evacuate the building, using the nearest exit.
- Please assist individuals with disabilities in exiting the building! The safe evacuation of individuals with disabilities will be a top priority in evacuating a building.
- Once outside, proceed to a clear area that is at least 300 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless you are given the “all clear” signal by the appropriate College personnel. The signal that the staff and students can return to evacuated building(s) will be initiated by the Emergency Response Team.
- All students will remain at the designated area until an accurate headcount is taken. Faculty members will compile a list of students in their classes who are at the evacuation location and give this list to the Emergency Director.

SEVERE WEATHER EMERGENCY PLAN

TORNADOES

Knowledge of the following characteristics of tornados is useful in tornado preparedness planning:

- ✓ **TIME OF DAY:** a tornado is most likely to occur in mid-afternoon, generally between 3 p.m. and 7 p.m., but they have occurred at all times of the day.
- ✓ **DIRECTION OF THE PATH:** a tornado’s direction of travel is usually from the southwest to the northeast.
- ✓ **LENGTH OF THE PATH:** the length of the path of a tornado averages four (4) miles, but has reached as much as 300 miles.
- ✓ **WIDTH OF THE PATH:** the average width of the path of a tornado is 300 to 400 yards, but tornados have cut paths of a mile or more in width.
- ✓ **SPEED OF TRAVEL:** the average speed of a tornado ranges from 25 to 40 miles an hour. Speeds ranging from stationary to 68 miles an hour have been reported.
- ✓ **APPEARANCE:** the cloud directly associated with a tornado is a dark heavy cloud from which a whirling funnel shaped pendant extends to the ground.
- ✓ **PRECIPITATION:** precipitation associated with a tornado usually occurs first as rain, just preceding the storm, frequently with hail, and as heavy downpour immediately to the left of the path of the tornado.

- Student Apartments B Building: Go to rooms 101, 102, (if needed 203, or 204).
- Criswell Hall: Go to first floor back lobby.
- Upperman Hall: Go to first floor bathroom and hallway.
- Student Union Building: Go to Student Resource Center on first floor.
- Andrews Science Building: Go to first floor hallway.
- Bookstore: Go to the restroom and take cover in the bathtub.
- CLC/Gymnasium: Go to the locker rooms in back hallway.
- Fine Arts Center: Go to the first floor restrooms.
- Center for Church Leadership: Go to the basement.
- Martin Methodist Clinic: Go to the restroom.
- Oakwood Apartments: Go to the first floor apartments.

SEVERE THUNDERSTORMS & FLOODING

Flooding

Exit the flooded area as quickly as possible. Call community emergency dispatch at 911 and provide your name, the flood problem, current conditions, and location. Do not hang up the phone until instructed to do so. Assist authorities on the scene with information as needed.

Avoid standing in flood waters to reduce the risk of electrocution.

Severe Thunderstorms

Severe thunderstorms include the possibility of damaging lightning, winds, hail and flash flooding. Students and personnel should go inside a sturdy building, staying away from windows. If lightning is heavy and frequent, computers and other electrical appliances should be turned off if they are not needed.

SNOW AND ICE STORMS

Public warning is issued by the National Weather Bureau through the radio and television media when a severe snowstorm, blizzard, or ice storm is anticipated. Essential employees (Emergency Call List) will be notified by administrative officers if contingency plans or special duties are required of them. If necessary, emergency housing for stranded students and staff will be coordinated by the Campus Life Office, in cooperation with Residential Life.

The decision to suspend classes will be made by the Provost/Vice President for Academic Affairs. The Director of Communications will notify the local radio and television stations. If possible, the switchboard will be open to relay information. You may also check the College website www.martinmethodist.edu for information concerning weather.

If you are off campus during inclement weather, you are to use your best judgment with regard to driving to campus.

EARTHQUAKE

Earthquakes can occur at any time, without warning, and may last up to 3 minutes. Often, they are followed by aftershocks. In the event of an earthquake, students and personnel who are indoors should stay indoors; those outdoors should stay outdoors. The danger of falling debris and flying glass makes entering and exiting a building hazardous.

During an earthquake remain calm and quickly follow the steps outlined below:

(1) IF INDOORS, seek refuge in a doorway or under a desk or table and hold on. If nothing is available, brace yourself in a doorway or go to an interior hallway. Stay away from glass windows, shelves, heavy equipment, and other objects that may fall (bookcases, display cabinets). Protect your eyes and head. Do not use an elevator during an earthquake.

(2) IF OUTDOORS, move quickly to an open space away from buildings, trees, utility poles, and other structures. Lie down, face down. Caution: Always avoid power or utility lines.

(3) IF IN AN AUTOMOBILE, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

(4) After the initial shock, evaluate the situation and if emergency help is necessary, call 911 then Campus Safety and Security. Protect yourself at all times and be prepared for aftershocks.

(5) Damaged facilities should be reported to the Emergency Coordinator. NOTE: Leaks and power failures create special hazards. Please refer to the section on Utility Failures.

(6) Once outside, move to your designated assembly points. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews. Know your designated assembly points.

(7) DO NOT RETURN TO AN EVACUATED BUILDING, unless told to do so by Emergency Personnel.

BUILDING EVACUATION INSTRUCTIONS

When ordered to evacuate or when alarms are activated, always leave immediately.

1. Unless ordered otherwise by officials, building coordinators/alternates shall direct and ensure, to the extent practical, that a safe student and personnel evacuation is conducted. Treat all alarms as warning of an actual emergency.
2. All department heads, faculty, managers, and supervisors must help direct students, employees, visitors, and each other to obey evacuation instructions given by emergency response personnel and/or building coordinators.
3. Building coordinators/assistants shall notify emergency personnel immediately upon their arrival at the scene concerning the status of the evacuation, the exact location of any injured or trapped persons, those waiting in designated areas for evacuation assistance, and any others who may be elsewhere in the building and any other relevant information on the emergency situation.

Exit quickly and calmly using nearest emergency escape routes, marked exits, and proceed to safe assembly location. Do not use Elevators.

1. Do not attempt to use elevators. Use only stairways in an evacuation.
2. Use clear, safe escape routes and exits and proceed to the nearest Safe Assembly Location shown on the building's evacuation map or to a location ordered by emergency response personnel. Do not return to an evacuated building until directed by College officials.
3. If possible, take your coat and keys, but do not take time to return to offices or lockers for personal possessions.
4. Where applicable, and if safe and possible, turn off laboratory gasses, exhaust fans, and close windows/doors as you exit.

Assist persons requiring evacuation assistance to get to designated areas for evacuation. Be alert for trapped, injured, or other persons needing assistance.

1. Do not try to transport individuals requiring assistance up or down stairwells until emergency personnel have arrived. Unless imminent life-threatening conditions exist, relocation of these individuals shall be limited to the designated areas for evacuation assistance.
2. Notify emergency personnel immediately upon their arrival of the exact location of any injured or trapped persons, those waiting in designated areas for evacuation assistance, and any others who may be anywhere in the building.

FIRE

- In the case of fire or smoke call 911.
 - Identify yourself.
 - Give the location of the fire.
 - Notify Campus Security and the Emergency Director at the earliest possible opportunity.
 - If the Emergency Director is unavailable, notify the Response Plan Coordinator at the earliest possible opportunity.
1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
 2. Maintaining the safety of every employee and student on campus is the top priority. If a minor fire appears controllable, call 911 and then use a fire extinguisher to put out the fire. Remember to direct the fire extinguishers charge toward the base of the flame. After the fire is extinguished, notify Campus Security unless they are already on the scene of the fire.
 3. If a fire is controlled without calling 911, Campus Security should still be notified.
 4. Large fires that do not appear controllable, immediately call 911. Then, evacuate all rooms, closing all doors to confine fire and reduce oxygen. Do not lock doors! As soon as possible, notify Campus Security and the Emergency Director.
 5. When notified of fire, walk quickly to the nearest exit and alert others to do the same.
 6. Everyone is expected to evacuate campus buildings in all alarm situations.
 7. Assist individuals with disabilities in exiting the building! Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
 8. Once outside, move to a clear area at least 500 feet away and move toward your evaluation location. Keep street, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
 9. Follow all instructions of the emergency preparedness teams.
 10. An Emergency Command Post may be set up near the emergency site. To facilitate emergency operations, please stay away from the Command Post unless you have official business.
 11. Do not return to an evacuated building unless you are given the “all clear” signal by the appropriate college personnel. The signal that the staff and students can return to an evacuated building will be initiated by the Emergency Response Team. Once the Emergency Director receives the “all clear” signal, he/she will communicate this to the appropriate college personnel, who will notify evacuated staff and students that they can return to the building.

Important Fire Information

It is important for all Martin Methodist College employees and students to be aware of the various types of fires and fire extinguishers.

Types of Fires- There are three types, or classes, of fires which are denoted by letter codes.

Class A: Used to denote wood, paper, cloth, trash, and other ordinary materials.

Class B: Used to denote gasoline, grease, oil, paint, and other flammable liquids.
Class C: Used to denote live electrical equipment.

Types of Fire Extinguishers- There are four basic types of fire extinguishers:

Water: This should be used on Class A fires only.

Dry Chemical (BC): This type of extinguisher discharges a sodium bicarbonate powder and should be used in Class B and C type fires.

Carbon dioxide (CO₂) which discharges liquid carbon dioxide and should only be used on Class B and C type fire.

ABC: This is a multi-purpose dry chemical extinguisher which discharges ammonium-phosphate powder and can be used on any class of fire.

Most fire extinguishers on campus are the ABC type and can be used for any type of fire. To operate an extinguisher, hold upright, pull ring pin on handle, squeeze the lever and sweep side to side.

Any employee who uses a fire extinguisher should report it to the maintenance department so the fire extinguisher can be recharged.

Evacuation Areas for Fire

Reveille House	Campus Green
Ed Harmon Hall	Campus Green
Campus Life House	Campus Green
Colonial Hall	Campus Green/Colonial Hall Parking Lot
Upperman Hall	Campus Green/Colonial Hall Parking Lot
Johnston Center	Campus Green
Gault Fine Arts Center	Campus Green
Andrews Science Building	Campus Green
Martin Hall	Campus Green
Student Union Building	Campus Green
Criswell Hall	Campus Green/Adjacent Lot
Center for Church Leadership	Campus Green
Student Apartments	Christian Life Center Parking Lot
Martin Methodist Clinic	Christian Life Center Parking Lot
Christian Life Center	Christian Life Center Parking Lot
Bookstore	Christian Life Center Parking Lot
Maintenance Office	Christian Life Center Parking Lot
Oakwood Apartments	Johnston Center Parking Lot
Campus Life House	Campus Green

Each Building on campus has a posted evacuation plan.

UTILITY FAILURE

This guide outlines the appropriate actions that should be taken and notifications that must be made during a power outage or utility failure to ensure the safety of the College's employees and students within the College's facilities, the protection of the College's property, and for the College to maintain business operations.

Scope

A utility failure is any disruption in the services necessary for the safe and proper operation of a building including: electricity, water, heating, ventilation, air conditioning, telephone lines, internet access, and water utilities. A utility failure may be wide spread, or limited to specific building or area within a building. Power and utility outages may be advertised and scheduled in advance to perform

preventative maintenance. Activities and operations within the building should be rescheduled or cancelled whenever critical utilities, as noted above, are out of service.

Preparation

Scheduled power or utility outages notifications will be made by e-mail or the early alert text message system. In the event of a utility failure there are actions that should be taken to protect equipment and assist in the safe evacuation of affected area.

Emergency Lighting and Egress: Not all College facility areas are equipped with emergency lighting or illuminated emergency exit signs. If you work in an area that is not equipped with emergency lighting consider purchasing a battery or wind-up powered flashlights.

Equipment and Data Protection: All sensitive equipment should be connected to a fusible power-strip or surge protector. Some equipment may require an uninterruptible power supply (UPS) system to ensure that it does not sustain damage during a power outage, loose valuable data, or to ensure it does maintain power long enough to power down through a routine or emergency shutdown sequence. Change computer settings to frequently auto-save data and utilize shared drives such as MESA, which are backed up daily by the Information Technology Unit.

Response Procedures

The following procedures must be followed whenever a utility failure occurs:

- Report the utility failure to National Management 931-424-7337.
- Discontinue all non-essential work until utilities are restored.
- If required for safety reasons, exit the building and assist faculty, staff, and students who may not be familiar with evacuation procedures or the building floor plan.
- If it is unsafe to exit the building relocate to an area that has sufficient ambient light to avoid injury such as a lobby or conference room with windows.
- If emergency lighting is unavailable, remain calm, contact Campus Safety (931) 309-7502, provide your location, and request assistance.
- If you are unable to use a cell phone or desk phone to call for assistance or report a utility failure, locate a fax machine with phone handset. Fax machine phone lines should remain operational during a power outage.
- If a building is evacuated due to a utility failure, the building may not be reoccupied until the Emergency Director determines that the building is safe for personnel and students to reenter.

If you are required to evacuate a building it is suggested you take all personal belongings with you and secure the area before leaving. In the event of a power failure, electronic access systems should remain operational using battery backup for a limited period of time following the power outage.

Sanitation: To maintain sanitary conditions, restrooms must not be used whenever a disruption in water service occurs. Consider using antiseptic wipes or waterless hand sanitizer to disinfect your hands which can be kept in the office in case of an emergency.

Gas Leak

Natural gas is non-toxic, colorless, odorless, and combustible. For safety and detection, Pulaski Gas adds an unpleasant odorant called mercaptan (smells like rotten eggs) to the natural gas traveling through most of the pipelines. If you suspect a natural gas leak or other gas emergency situation:

- Evacuate the area immediately and warn others as you exit the building if it is possible to leave the area.
- Do nothing that could create an ignition source. Do not use any type of phone or battery-powered equipment. Do not turn electrical equipment or light switches on or off.
- From a safe location, contact Campus Security.

- Do not attempt to locate the source of the odor or re-enter the area.

Suspension of Work

Many life safety systems (i.e. fire suppression and alarm systems, security systems, and emergency lighting) are dependent upon the proper operation of utilities to function. Critical utility outages demand that all activities within the affected spaces be suspended until utilities are restored.

Utility Providers

Pulaski Electric Service:	(931) 363-2522
Natural Gas Department of Pulaski:	(931) 363-1752
City of Pulaski Water:	(931) 363-1209

Assemble a Disaster Supplies Kit

You may need to survive on your own after a disaster. This means having your own food, water, and other supplies in sufficient quantity to last for at least 24 hours. Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone immediately. You could get help in hours, or it might take days.

Basic services such as electricity, gas, water, sewage treatment, and telephones may be cut off for days, or even a week or longer. Or, you may have to evacuate at a moment's notice and take essentials with you. You will probably not have the opportunity to shop or search for the supplies you need.

A disaster supplies kit is a collection of basic items that you may need in the event of a disaster.

Basic Disaster Supplies Kit

The following items are recommended for inclusion in your basic disaster supplies kit:

- A day supply of non-perishable food.
- One gallon of water, small commercial bottles are preferred.
- Portable, battery-powered radio and extra batteries.
- Flashlight and extra batteries.
- Sanitation and hygiene items (moist wipes and toilet paper).
- Waterless hand sanitizer
- Whistle.
- Extra clothing.
- Photocopies of credit and identification cards.
- Cash and coins.
- Special needs items, such as prescription medications, eye glasses, contact lens solutions, and hearing aid batteries.

Store your Disaster Supply kit in an easily accessible location, under your bed or in your car trunk. For more information look at the FEMA website: <https://www.fema.gov/media-library/assets/documents/7877>

BOMB THREAT

This policy has been developed to aid Martin Methodist College personnel and students in the safe response to a bomb threat or the discovery of a suspicious device on campus. No policy can address all circumstances that may manifest. This policy is a general response to bomb threats. Should conditions or circumstances arise that are not covered under this policy, it is the position of the

College that caution and care be paramount in any actions taken at all times and that the safety of our students and personnel is the dominant concern of Martin Methodist College.

Bomb Threats by Phone

If possible it is desirable that more than one person listens in on a bomb threat call. To accomplish this, a covert signaling system should be designed and practiced by the person(s) who normally answers incoming calls and the person(s) who serve as a second or relief in the primary receptionist's absence. When a bomb threat is received, remain calm. A calm response to the bomb threat caller should result in obtaining the best information from the caller. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the caller may be willing to give more specific information on the bomb's location, components, or method of initiation. The bomb threat caller is the best source of information about the bomb so try to obtain as much information as possible.

When a bomb threat is called in:

- Keep the caller on the line as long as possible. Politely act as if you did not understand the initial message and ask him/her to repeat the message. Record or write down every word spoken by the caller.
- Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- If possible ask the caller:
 1. When will the bomb explode?
 2. Where is it located?
 3. What does it look like?
 4. What kind of bomb is it?
 5. What will cause it to explode?
 6. Did you place the bomb?
 7. Why are you doing this?
 8. Where are you calling from?
 9. What is your address?
 10. What is your name?
- You may not get answers to any or all of the preceding questions, but any information you can obtain may prove to be helpful.
- Be particularly attentive to background noises, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments.
- Immediately after the caller hangs up, report the threat to the Emergency Director.
- Report the bomb threat immediately to 911.
- Remain available, as law enforcement personnel will want to interview you.

Bomb Threats by Letter, Written Messages, or Electronic Media

When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, unnecessary handling of the paper or envelope should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks. These will prove essential in tracing the threat and identifying the writer. Do not allow other people to handle the materials. Do not place the materials in a plastic

sleeve, bag or other such container. Let law enforcement personnel decide what they wish to do with the evidence.

Written messages are often times associated with generalized threats and extortion attempts, but whatever the motive when a written threat or written warning of a specific device is received it should never be ignored.

Upon receipt of a written threat the recipient should immediately inform the Emergency Director.

Suspicious Object Located

It is imperative that when MMC personnel are notified about a suspicious object or device they should under no circumstances move, jar or touch a suspicious object or anything attached to it or allow anyone else to do so. If the suspicious object is located in a room, do not turn on or off the room lights. Do not step on mats, clothing or materials on the floor. Do not pick up a flashlight if one is found near the object. Do not turn on or off any flashlights found near suspicious objects. If a suspicious object appears to have malfunctioned or not detonated, do not pick it up, touch it or move the object. Do not use a cell phone anywhere near a suspicious object or device or allow anyone else to do so. Do not use walkie-talkies near a suspicious object or device. The removal or disarming of a bomb must be left to the professionals in explosive ordnance disposal (EOD). When a suspicious object is discovered, the following procedures are recommended:

1. Report the location and an accurate description of the object to Emergency Director. This information should be relayed immediately to 911. Responding officers should be met and escorted to the scene.
2. Evacuate the building.
3. Identify the danger area, and block it off as a clear zone of at least 300 feet, including floors below and areas above the object.
4. Do not permit reentry into the building until the device has been removed/disarmed, and the reentry has been cleared by the Emergency Director.

Resident Directors' and Resident Assistants' Responsibilities

If you are informed by anyone that your building has received a bomb threat, you should:

1. Make sure the Emergency Director has been notified. If they have not been notified, contact Campus Security and provide the following information:
 - a. Who received the bomb threat? (Officers will want to talk with the person who received the original call.)
 - b. The exact time the threat came in.
 - c. What area was threatened?
2. Do not touch any item that is not identifiable as belonging in the area or building. If you find anything, contact the Emergency Director immediately and secure the area and ask all persons to leave the area or room. Do not re-enter until emergency personnel arrive.
3. Evacuate only if directed by the Emergency Director. Follow your building's normal evacuation procedures.
4. Do not pull the fire alarm. Emergency personnel may activate the fire alarm system to assist in evacuation, but only after they evaluate the circumstances and location of the threat.
5. Provide calm leadership for colleagues and students. Speak slowly and distinctly when giving instructions. The main consideration is a safe and orderly evacuation of the area or building until it is found to be safe to reenter.

HAZARDOUS ACCIDENTS

Any natural disaster may have consequential side effects, which threaten life and/or property. Warning of a hazardous accident is usually received from the fire or police department or from the Emergency Response Team when such an accident or condition occurs near the campus. Examples of potential hazards involving harmful chemicals include: an overturned tanker, truck, train, a broken fuel line, or an accident in a commercial establishment that uses chemicals.

In the event of a hazardous accident with campus impact, the Emergency Plan will be initiated, with a control center established and the Emergency Response Team assuming responsibility for handling the situation.

They will act on specific instructions from local authorities as to evacuation or other measures to protect students, faculty and staff.

Major Chemical Spills

If spill originates inside:

1. Any spillage of a hazardous chemical or radioactive material is to be reported immediately to National Management 931-424-7337 and the Fire Department at 911.
2. When reporting, be specific about the nature of the involved material and exact location. Maintenance will contact the necessary specialized authorities and medical personnel.
3. Any person on site should evacuate the affected area at once. When evacuating, stay UPWIND, UPSTREAM, and UPGRADE OF SPILLAGE.
4. Anyone who may be contaminated with a radioactive material must stay isolated from others. If it is a chemical contamination, wash affected area immediately for 15 minutes. Required first aid and clean-up by specialized authorities should be started at once.
5. If necessary, follow evacuation procedures.
6. Assist individuals with disabilities and those that may need help in exiting the building.
7. Do not return to an evacuated building unless the "all clear" signal is given by the Emergency Director.
8. Do not take unsafe actions such as lighting matches, candles, etc.

If spill originates outside:

1. Immediately call National Management 931-424-7337 to report the accident.
2. Stay upwind, upstream, and upgrade of spillage.
3. Leave the area when you are instructed to do so.
4. Take care to avoid fumes or fires.

Transportation Disaster

In the event of a downed aircraft (crash) on campus:

1. Immediately take cover under tables, desks and other such objects which will give protection against falling glass or debris. Hold onto the furniture, if possible.
2. When safe to do so, notify the Fire Department (911) and National Management 931-424-7337. Give your name and describe the location and nature of the emergency.
3. Assist individuals with disabilities and those who may need assistance in exiting the building.
4. Do not return to an evacuated building unless the "all clear" signal is given by the Emergency Director. Do not take unsafe actions, such as returning to the building before it has been declared safe, getting too close to the accident, or lighting matches, candles.

VIOLENT OR CRIMINAL BEHAVIOR

In the event of an imminent threat to personal safety or property:

- Call 911. Remember that in Pulaski 911 is central dispatch for all police, fire and emergency services 24 hours per day whether it is an emergency call or not.
- Answer all the questions that the 911 Dispatcher asks of you and stay on the phone until the Dispatcher tells you to hang up.
- In all cases, contact Campus Security at (931) 309-7502 and the Emergency Director at (931) 309-1476 at the earliest possible opportunity.

General Guidelines:

It is the responsibility of every staff, faculty member, and student to take any threat or violent act seriously and to report acts of violence to the appropriate authorities as set forth in this plan. Notify Campus Security at (931) 309-7502 when you become aware of any order of protection or incidents of domestic violence involving yourself, co-workers and/or students.

Martin Methodist College will support criminal prosecution for any act of physical violence against a College employee or student while on campus. With the help of the Pulaski Police Department, Martin Methodist College will help to enforce orders of protection and/or ban threatening persons from College property. If an incident evolves into a crime, Campus Security will contact the Pulaski Police Department to assist in taking control of the situation.

What to do if an actual violent situation occurs:

- Call Campus Security at (931) 309-7502. Campus Security will coordinate necessary actions in the event of a violent incident in the workplace.
- Should gunfire or discharged explosives hazard the campus, take cover immediately and call 911 as soon as possible.
- Lock yourself in a classroom or office if you are unable to evacuate the building safely.
- If confronted, remain calm, speak calmly, and clearly.
- Do not challenge, bargain, or make promises you cannot keep with the person.
- Listen attentively.
- If it can be done safely, clear the area of other personnel and students.
- Do not sound the fire alarm to evacuate the building. Persons may be placed in harm's way when they are attempting to evacuate the building.

In an attempt to lessen the severity of a situation, everyone must follow all orders given by officials on the scene.

MEDICAL EMERGENCIES

In a major medical emergency:

- Call 911.
- Be sure to identify yourself and give the location of the emergency.
- As soon as possible, notify Campus Security and the Emergency Director.
- If the Emergency Director is not available, notify the Response Plan Coordinator.

In case of minor injury or illness:

- Contact Campus Security.
- Then, provide First Aid care to the extent you are able.

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

- Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
- Ask the victim, “Are you okay?” and “What is wrong?”
- Check breathing and give artificial respiration if necessary and qualified to do so.
- Control serious bleeding by direct pressure on the wound. Be sure to wear surgical gloves when aiding a bleeding person. These gloves should be found with the department secretary or in the custodian closet. If you need a pair of gloves for your desk, please contact a member of the Safety Committee.
- Continue to assist the victim until help arrives.

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

Southern TN Regional Health System is the nearest emergency facility in the area.

- Students should contact:
Josie Brown, Director of Campus Safety and Security: 931-424-2055/931-242-7029,
jbrown@martinmethodist.edu,

Daniel McMasters, Dean of Campus Life: Phone: 931-424-7734/931-242-7713,
dmcmasters@martinmethodist.edu

or

Judy Cheatham, Provost & Vice President for Academic Affairs Phone: 931-363-982/202-460-9209 email: jcheatham@martinmethodist.edu

- Employees should contact: Jamie Hlubb, Assistant Vice-President for HR & Operations Phone: 931-424-7379/931-309-8026 email: jhlubb@martinmethodist.edu

MMC Strategy for Seasonal and Pandemic Influenza Strains

Influenza strains vary as do their impact on college campuses. The closeness of our campus environment including classrooms, residence halls and social gatherings create prime conditions for transmission of influenza illnesses. To maintain the health of our college community, Martin Methodist College consults with the most current information produced and released by the Center for Disease Control (CDC) and the Public Health Department to ascertain the latest influenza information and essential plans of action that can be taken in the case of a pandemic occurrence.

What can I do to help reduce the incidence of influenza and help maintain your personal health and the health of our collegiate environment?

- Practice good hand hygiene by washing your hands with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners are also effective. These cleaners come in a variety of sizes and can be carried in one’s purse, backpack, or pocket.
- Practice respiratory hygiene by covering your mouth and nose with a tissue when you cough or sneeze. If you do not have a tissue, cough or sneeze into your elbow or shoulder, not your hands. Avoid touching your eyes, nose, or mouth –germs are spread this way.
- Know the signs and symptoms of the flu. A fever is a temperature, taken with a thermometer, that is equal to or greater than 100 degrees Fahrenheit or 38 degrees Celsius. Look for possible signs of fever – if the person feels very warm, has a flushed appearance, or is sweating or shivering.
- If you have flu or flu-like illness, stay home for at least 24 hours after you no longer have a fever (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-

reducing medications (any medicine that contains ibuprofen or acetaminophen). Don't go to class or work. Report your absence through normal procedures identified by the College or faculty.

- Talk with your health care providers about whether you should be vaccinated when vaccines are available. If you are at higher risk for flu complications, you should consider getting the vaccine when it becomes available. For example, people at higher risk for the 2009 H1N1 flu complications included pregnant women and people with chronic medical conditions such as asthma, heart disease, or diabetes.

What can I do if I get the flu?

- Go to the MMC Clinic.
- Get lots of rest!
- If it is possible to travel home where you could rest and recuperate with your family members, think about doing this, unless someone in your family has a medical condition that puts them at high risk for influenza complications.
- If you are remaining on campus or in a shared apartment, stay in your room. Staying in your room decreases others exposure to the illness. Stay home from class, work, social gatherings etc.
- Drink plenty of fluids.
- If you have a fever, you can take medications to reduce the fever and increase your comfort. Acetaminophen (e.g. Tylenol) or ibuprofen (e.g., Advil, Motrin) can be used in accordance with manufacture directions.
- Cover your nose and mouth with a tissue when coughing or sneezing. Discard the tissue appropriately.
- Avoid contact with others until you are fever-free for 24 hours with the assistance from fever-reducing medications.

Warning signs that indicate I may need to seek urgent medical care.

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
- Flu-like symptoms that improve and then return with fever and worse cough

In the case of a flu epidemic, additional steps may become necessary. Students, staff, and faculty will receive additional communications and procedures using e-mail, text messages through the emergency alert system, and on campus public television announcements. For the most up-to-date information on the flu, visit www.flu.gov, or call 1-800-CDC-INFO (232-4636).

PSYCHOLOGICAL CRISIS

A psychological crisis is any behavior posing an imminent threat to:

- the person experiencing the crisis or
- others in close proximity of the person of concern.

Such behaviors may include, but are not limited to:

- emotional instability or distress,
- suicide attempt,
- sexual assault,
- difficulty breathing,
- unconsciousness,

- significant injury/blood loss, or
- possession of a weapon.

For an imminent threat, please:

1. Call 911 immediately.
 - a. Clearly state your name and your exact location on campus.
 - b. Then, call Campus Security at 931-309-7502 to notify them of the situation, again clearly stating your name and location on campus.
 - c. Then, call the Dean of Campus Life: 931-242-7713.
2. If there is not an indication of suicidal or homicidal behavior, but the student gives enough information for concern, such as suicidal thinking or displaying an alarming change in behavior (e.g. rage or extreme hostility, agitation, or stupor) call the TN statewide Crisis Hotline 855-274-7471 or the National Suicide Prevention Lifeline at 1-800-273-8255.
3. Before the student can return to class or living on campus, she/he must meet with the Dean of Campus Life so he can get a copy of the release, which states if the student can return to school or not, and includes a copy of the student's "safety plan."
4. Any counseling services, which may be required, can be provided by MMC counseling services. The student may also use their own counselor if they prefer.

Signs of Distress or Disturbance:

- It is important to note that any single symptom by itself may not indicate the presence of unmanageable stress. Look for combinations of symptoms and overall patterns, including some of the following:
 - A person seems excessively tired, anxious, depressed, irritable, angry, or sad.
 - A marked change in the individual's appearance or habits (e.g. deterioration in grooming, hygiene, marked change in weight, hyperactivity or exhaustion, interpersonal withdrawal, acceleration in activity or speech, or change in academic/work performance and classroom participation and/or attendance).
 - A person seems hopeless or helpless.
 - Use of alcohol or other substances interferes with the individual's relationships or work.
 - Report of sexual or physical assault.
 - The recent death of a family member or friend.
 - Emotional over-reaction such as spells of crying, outbursts of anger, oversensitivity.
 - Excessive worry.
 - Impaired speech and disjointed thoughts.
 - Thoughts or actions appearing bizarre or unusual.
 - Physical complaints of unknown origin (e.g. headaches, skeletal pain, frequent illness).
 - Inability to concentrate or focus, persistent memory lapses, restlessness.
 - Self-mutilating behaviors, including cutting or burning self.
 - Expressed suicidal or homicidal thoughts.

Tips for Dealing with Distressed People:

- If there is no immediate threat, speak with the person privately. Please do not promise confidentiality because you may find that you need to refer or consult with others regarding the student. Document your conversations.
- Offer a quiet place for the individual to talk.
- Inform the person of your concerns in a direct, matter-of-fact manner. Be specific regarding the behaviors you have observed.
- Listen carefully to the person's concerns and be sensitive to those that might underlie the present problem (issues that are unstated, brushed aside, or intimidated).
- Explore the person's previous attempts at resolution, such as what resources have been utilized and what persons or agencies have been contacted. Ask about the outcome of such action.

- Suggest that the person consider personal counseling. Be honest and direct about your limitations. Contact the Campus Counselor at 931-424-7338, or the Campus Chaplain at 931-309-6156 for consultation and assistance in responding to the individual.
- The following is our most up to date information regarding MMC's Counseling Services:
 1. Counseling services are available to all students. A professional counselor is available at the MMC Clinic.
 2. If a student needs/desires counseling services, he/she is to call 424-7338.
 3. The staff will assist the student in making an appointment with the MMC Counselor.
 4. If the student is in urgent need to speak to a trained counselor, please call the TN statewide Crisis Hotline 855-274-7471 or the National Suicide Prevention Lifeline at 1-800-273-8255.

The College Chaplain

- The College Chaplain is available to listen, encourage, and pray with members of the MMC community. At times, the Chaplain will encourage/recommend individuals seek professional counseling. Students will be encouraged to call MMC Counseling Services to make an appointment. The Chaplain and the MMC Counselor work closely to address student needs.

When to Refer Someone to the Campus Counselor or College Chaplain:

- If you notice any signs of distress,
- If you find yourself doing more personal counseling than academic advising with a student,
- If you feel that you are unable to deal effectively with the person's issues,
- If you and/or the person are uncomfortable in dealing with the problem, or
- If you are concerned about suicidal risk or threat of harm.

Some Warning Signs of Suicide:

- Suicide threats-direct or indirect
- Previous suicide attempts
- Statements revealing a desire to die
- Prolonged depression and feelings of hopelessness
- Making final arrangements
- Giving away prized possessions
- Alcohol and drug abuse
- Sudden changes in behavior
- Purchasing and stockpiling pills

If no one is available and it is a crisis situation, the following guidelines apply:

Regardless of what time of day or night a crisis occurs, if a student is actively suicidal and/or homicidal, 911 should be called immediately or the student should be transported immediately to the emergency room at Southern TN Regional Health System on East College St. across from East Campus.

CIVIL DISTURBANCE OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- **Interference** with the normal operations of Martin Methodist College,
- **Prevention** of access to office buildings or other College facilities, or
- **Threat** of physical harm to persons or damage to College facilities.

If any of these conditions exist, any faculty or staff member should contact Campus Security at 931-309-7502, Dean of Campus Life 931-242-7713 or the Emergency Director at 931-309-1476. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

Peaceful, Non-obstructive Demonstrations

- Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.
- If demonstrators are asked to leave, but refuse to leave by regular facility closing time:
 1. Arrangements will be made by the Emergency Director or designee to monitor the situation during non-business hours.
 2. Determination will be made to treat the violation of regular business hours as a disruptive demonstration.

Non-violent, Disruptive Demonstrations

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

- Demonstrators will be asked to terminate the disruptive activity by Campus Security or the Emergency Director or designee.
- If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by the police.
- If determination is made to seek intervention by the police, the demonstrators should be informed of this decision.
- Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable.

Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, call 911. Then contact Campus Security at 931-309-7502 and/or the Dean of Campus Life at 931-242-7713. If the demonstration is disruptive but it appears there is no immediate risk of injury to persons or property, the following steps should be taken:

- Campus Security should be immediately notified of the disturbance.
- Campus Security will investigate the disruption.
- Dean of Campus Life acting in concert with Campus Security will determine the need for an injunction and the need for police to intervene.

OFF-CAMPUS INCIDENTS

The Martin Methodist College (MMC) Travel Accident and Catastrophic Incident Guidelines will be activated when the following accidents/incidents occur. These instances are defined as the following:

1. Travel Accidents involving medical injury and/or death, from any form of transportation, while participating in Martin Methodist College sponsored events.
2. Sudden Death of a Student, Faculty, Staff Member, and/or any individuals officially representing Martin Methodist College.
 - Death during performance, competition, practice, or conditioning,
 - Death during travel:
 - MMC official business or
 - Personal (e.g. automobile, airline accidents).
 - Non-official accidents (e.g. falls at home),
 - Unknown medical anomalies (e.g. heart attack, stroke, illness), or
 - Victim of a crime (e.g. homicide) or Suicide.

3. Disability Quality of Life Altering Injuries:
 - Either during Martin Methodist College participation and/or travel, and/or during non-athletic activities,
 - Spinal Cord Injury-resulting in partial or complete paralysis,
 - Loss of Paired Organ,
 - Severe Head Injury,
 - Injuries resulting in severely diminished mental capacity,
 - Other neurological injury that results in inability to perform daily functions (e.g. coma), or
 - Irrecoverable loss of speech, hearing (both ears), sight (both eyes), or arm(s) or leg(s).

In the event of a travel accident and/or a catastrophic incident:

- Call 911.
- Provide information regarding location, the number of people involved, and type of assistance needed.
- Get all pertinent facts regarding the incident accurately and expeditiously,
- Accurately document all events, especially list all participants and witnesses,
- Secure any or all available materials/equipment involved,
- Respect the dignity of the individuals involved,
- Immediately contact the Emergency Director. If this person is not accessible, contact any member of the Emergency Response Team.
- It is the discretion of the EMT to determine the most suitable person or persons to notify family.
- Contact the Athletic Director for incidents related to Athletics. If the incident is non-athletic in nature, contact the Vice President of Human Resources and Operations.
- Campus announcements and Media inquiries will be coordinated by the Director of Communications. Instruct students to only speak to emergency personnel and the Emergency Response Team regarding the incident.

Summary of Event

A detailed summary will be prepared following any Travel Accident (with injury) and/or Catastrophic Incident which identifies and explains the activities of those who were involved in and responded to the incident. The following people will prepare a summary chronicle:

- MMC employee(s) on site of accident/incident,
- Security/Police Officer responding,
- Emergency Response Team members assisting, and
- Any additional persons who witnessed and/or were involved.