Emergency Preparedness Plan (EPP)
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George Hubbard Hospital
Facing Dr. D.J. Todd J Jr., Patient Entrance, Older Hubbard Building and Office
George Hubbard Hospital, named after George Hubbard's first president. George Hubbard. The Hubbard Building is the main building of the hospital and is the principal teaching hospital for Middle Tennessee.

Nashville General Hospital at Meharry
North General Hospital of Meharry opened in 1915 and is the principal teaching hospital for Meharry's school of medicine. The hospital represents a unique public-private alliance involving Meharry, the Vanderbilt University Medical School and the Metropolitan Nashville Health Authority. The hospital was formerly Hubbard Hospital but was renamed in 1915 when the government of Metropolitan Nashville and Davidson County moved its public hospital to Meharry's campus. The hospital is accredited by the Joint Commission on Accreditation for Healthcare Organizations.

The Meharry Clinic (Comprehensive Health Center)
The Meharry Clinic is a comprehensive health center for the underserved population of Middle Tennessee. The clinic provides primary and specialty care services to patients of all ages, including ambulatory care, dental care, and mental health services. The clinic also offers a variety of community outreach programs, such as health education and disease prevention initiatives.

Lloyd C. Elam Mental Health Center
The Lloyd C. Elam Mental Health Center is named in honor of former Tennessee Governor Lloyd C. Elam. The center provides a comprehensive range of mental health services, including inpatient and outpatient treatment, to individuals of all ages and backgrounds. The center also serves as a training site for mental health professionals and conducts research to advance the field of mental health.

Stanley S. Kresge Learning Resources Center
The Kresge Learning Resources Center is a comprehensive learning resource center that provides students and faculty with access to a wide range of materials and services. The center includes a library, computer labs, and study rooms, and offers a variety of support services, such as academic tutoring and career counseling.

Biomedical Sciences Building
The Biomedical Sciences Building is a state-of-the-art facility that provides a modern learning environment for students in the biomedical sciences. The building includes laboratories, research facilities, and classroom spaces, and is equipped with the latest technology to support teaching and research.

Clinics
- **Clinic A**: Student Resident Parking – Resident Parking decal required
- **Clinic B**: Albion Street Garage – Pay lot for MNGH employees and patients
- **Clinic C**: Reserved Parking – Resident Parking decal required
- **Clinic D**: Reserved Parking – Lot D Parking decal required
- **Clinic E**: Reserved Parking – Lot E Parking decal required
- **Clinic F**: Parking for Stud/Fac/Staff – Parking decal required
- **Clinic G**: Free Parking for patients of Dialysis Center Inc.
- **Clinic H**: Parking for Dialysis Center Inc. employees only
- **Clinic I**: Reserved Parking – Student Parking decal required
- **Clinic J**: Student, Faculty and Staff Parking – Parking decal required
- **Clinic K**: 21st Ave Garage – Stud/Fac/Staff Parking – Parking decal required
- **Clinic L**: Dialysis Center Inc. employees only
- **Clinic M**: Parking decal required
- **Clinic N**: Reserved Parking – Lot N Parking decal required
- **Clinic O**: Pay lot for patients only
- **Clinic P**: Reserved Parking – Lot P Parking decal required
- **Clinic Q**: Reserved Parking – Lot Q Parking decal required
- **Clinic R**: Staff parking – Parking decal required
- **Clinic SV**: Service vehicle Parking only - 30 minutes only

Legend – Numbered Shapes = Buildings
1. George Hubbard Hospital (Old Hospital)
2. Metropolitan Nashville General Hospital
3. The Meharry Clinic (Comprehensive Health Center)
5. Meharry School of Dentistry
6. Harold D. West Basic Sciences Center
7. Stanley S. Kresge Learning Resources Center
8. Hulda Lyttle Hall
9. Office of Information Technology (Computer Center)
10. Dorothy Brown Hall
11. Royal Towers - Student/Faculty Bldg.
12. Morena Place (A & B)
13. Cal Turner Family Center
14. Biomedical Sciences Building
15. Power Plant
16. A. Cherrie Epps, Ph.D. Center for Educational Development and Support
17. Henry A. Moses Ph.D. Alumni Hall
18. Dialysis Center Inc.
19. Receiving Annex
20. Amphitheater

Legend – Lettered Shapes = Parking Lots
A. Student Resident Parking – Resident Parking decal required
B. Albion Street Garage – Pay lot for MNGH employees and patients
C. Reserved Parking – Resident Parking decal required
D. Reserved Parking – Lot D Parking decal required
E. Reserved Parking – Lot E Parking decal required
F. Parking for Stud/Fac/Staff and Visitors – Decal req for Stud/Fac/Staff
G. Free Parking for patients of Dialysis Center Inc.
G. Parking for Dialysis Center Inc. employees only
I. Student Parking – Student Parking decal required
J. Student, Faculty and Staff Parking – Parking decal required
K. 21st Ave Garage – Stud/Fac/Staff Parking – Parking decal req’d
L. Student Parking – Student Parking decal required
M. Reserved Parking – Lot M Parking decal required
N. Reserved Parking – Lot N Parking decal required
O. Pay lot for patients only
P. Reserved Parking – Lot P Parking decal required
Q. Reserved Parking – Lot Q Parking decal required
R. Staff parking – Parking decal required
SV. Service vehicle Parking only - 30 minutes only
houses the Department of Marketing and Communications, the Office of Human Resources, the Office of External Affairs, the Office of General Counsel, the Office of Facilities and Security, and the Department of Campus Safety and Security. This structure is listed on the Register of the Tennessee Historical Society.

Physical Address: 1014 Dr. B. Todd Jr. Blvd, Nashville, TN 37208

**Office of Information Technology (OIT) Building**

Facing Dr. B. Todd Jr. Boulevard, between Meharry Boulevard and South Street.

The Office of Information Technology building opened in 1972 and remains as the hub for information technology and telecommunications. This structure contains the Office of Information Technology’s Help Desk and a computer lab for computer and network systems training. Meharry’s campus is fully wired and supports more than 1,000 computers and printers, the internet and an intranet that is used by faculty, staff, and students.

Physical Address: 1012 Dr. B. Todd Jr. Blvd, Nashville, TN 37208

**Dorothy L. Brown Hall**

Center of Allison Street and Dr. B. Todd Jr. Boulevard.

Dorothy L. Brown, M.D. ’65, is one of Meharry’s noted local alumna. She was the first African-American woman to be licensed as a surgeon in Tennessee (and the South) and the first African-American female to be elected to the Tennessee Legislature. This 200-bed-hospital building, opened in 1965, contains 550 rehabilitation/disability and specialty facilities and accommodates 70 students in either single or double room suites.

Physical Address: 1002 John St. Sr., Nashville, TN 37208

**Royal Towers**

215 Avenue South between Adams and Moore Streets.

Formerly known as the Meharry Student Towers, the Royal Towers is a six-story residential complex containing 152 one and two-bedroom apartments for students and faculty. It opened in 1971 and is named for Frank S. Royal Sr., M.D. ’63, Chairman of Meharry’s Board of Trustees.

Physical Address: 1020 21st Ave. N., Nashville, TN 37208

**Morena Place—Lofts I & II**

615 Morena Street

A full-time professor who is the key contributor to the Meharry campus is the newly constructed Morena Place—Lofts I & II, expected to be completed by 2023. These apartments will contain 100 one-bedroom units, each available in a variety of levels, ranging from the top floor to the ground floor, and will feature a mix of studio and one-bedroom layouts.

Physical Address: 1009 Dr. B. Todd Jr. Blvd, Nashville, TN 37208

**Car Turner Family Center**

Meharry Medical Center's new home.

The conversion to Meharry’s campus is the Car Turner Family Center, named in honor of Car Turner Jr., Nashville’s business philanthropist and former CEO of Dollar General. This 80,000 square foot expansion will open in the summer of 2023. It will contain a 1000-seat auditorium, a ballroom, an expansive study and classroom space, a food court, the bookstore, and a student center.

Henry A. Moses, Ph.D. Alumni Hall

Located 101 Avenue N., Nashville, TN 37208

Henry A. Moses, Ph.D. Alumni Hall is named in honor of Henry A. Moses, Ph.D. Alumni Hall is located on the campus of Meharry Medical College. The Hall serves as the hub for Meharry’s administrative offices. The building houses the departments of marketing and communications, the Office of Human Resources, the Office of External Affairs, the Office of General Counsel, the Office of Facilities and Security, and the Department of Campus Safety and Security. This structure is listed on the Register of the Tennessee Historical Society.

Physical Address: 1014 Dr. B. Todd Jr. Blvd, Nashville, TN 37208

**Biomedical Science Building**

Facing Meharry Boulevard.

The Biomedical Sciences Building was constructed under the guidance of Charles W. Johnson Sr., M.D., founder and first dean of the School of Graduate Studies and Research. It houses research facilities, including classrooms, offices, and laboratories for neuroscience and molecular neurobiology investigation.

Physical Address: 1003 Meharry Blvd, Nashville, TN 37208

**Power Plant**

On Meharry Boulevard, behind Nashville General Hospital.

The Power Plant Building opened in 1921 houses the Campus Operations Department and the Central Plant for major heating and air conditioning equipment.

Physical Address: 1014 Meharry Blvd, Nashville, TN 37208

**Anna Cherrie Epps, Ph.D. Center for Educational Development and Support**

Henry A. Moses, Ph.D. Alumni Hall & The Salt Wagon Café

Located 101 Avenue N., Nashville, TN 37208

The Anna Cherrie Epps, Ph.D. Center for Educational Development and Support, named in honor of Anna Cherrie Epps, Ph.D., a pioneer in the field of education, is a comprehensive academic support center established to offer an environment that stimulates and nurtures excellence in learning and teaching at Meharry’s three schools: Medicine, Dentistry, and Graduate Studies and Research. It is centrally located on the Meharry campus. The upper level offers two spacious group study rooms, a classroom with a seating capacity of 50, and a conference room. A break room area is equipped with vending machines and a kitchen. The lower level includes a computer lab for computer-based learning, an instructional learning room for group instruction and three independent study rooms. An education skills specialist is on duty to work with students by assessing their academic profiles and developing a learning plan appropriate to each student’s needs. The center of support works together to ensure that a student's academic learning needs are met.

Physical Address: 1014 Meharry Blvd, Nashville, TN 37208

**Salt Wagon Café**

Located 101 Avenue N., Nashville, TN 37208

The Salt Wagon Café is the first-of-its-kind facility on the Meharry campus. The café is open weekdays from 7:30 am to 3:00 pm and closes on Sundays. Stop by and enjoy a smoothie, a latte, an assortment of pastries, bagels, sandwiches, salads, and wraps and other “grab and go” items.

Physical Address: 1014 Meharry Blvd, Nashville, TN 37208

**Clay E. Simpson Jr. Building**

Center of 31st Avenue N. and Meharry Boulevard.

The Clay E. Simpson Jr. Building houses the Robert Wood Johnson Foundation Center for Health Policy at Meharry Medical College and the offices of the Center for Health Policy Program. A recent renovation has added faculty office space, student rooms, and classrooms.

Physical Address: 1003 Meharry Blvd, Nashville, TN 37208

**Dialysis Clinic, Inc. (DCI) Building**

333 23rd Avenue North

The Dialysis Clinic, Inc. building is located in Islamic and contains 1,000 beds for renal dialysis among members of Meharry’s community. The building includes offices and additional space that is used by Meharry faculty.

Physical Address: 931 21st Ave., Nashville, TN 37208

**Receiving Annex**

Amphitheater

On 30th Avenue North between Adams and Allison Streets.

The Amphitheater formerly served as the venue for Meharry’s commencement and convocation ceremonies. Today, it is used for college-sponsored outdoor events and community outreach efforts.

Physical Address: 1011 21st Ave. North, Nashville, TN 37208

**Capitol Hall/MEHARRY**

615 Dr. B. Todd Jr. Boulevard

Nashville, Tennessee 37208

615.327.6000 or 800.MEHARRY

www.mvcs.edu
I. INTRODUCTION
Meharry Medical College is committed to assuring the safety and well being of its employees, students, patients, and visitors in order to support the teaching, research, and health care delivery infrastructures of the College. It is the policy of the College to provide an Environmental Health and Safety (EHS) system that complies with federal, state and local regulations.

The Meharry Medical College Safety Committee was established to ensure the proper implementation of the EHS system. The committee is composed of representatives from every College Division. The Director of Corporate Compliance/Risk Management and the Environmental Health and Safety Officer chair the committee and is responsible for the daily operations of the College’s safety and health programs.

The responsibilities of the Safety Committee are as follows:
1. To evaluate and monitor the College’s compliance with safety and health policies;
2. To serve as a liaison between the College and the Tennessee Department of Labor and other state and federal regulatory agencies;
3. To support the College in the implementation of various safety and health programs;
4. To develop and recommend College policy relating to safety and health matters;
5. To develop and maintain information on safety and health as an educational resource for the College; and
6. To provide the College President and Board of Trustees with current information on safety and health initiatives.

A significant component of the system is the Safety sub-committee for the College’s Emergency Preparedness Plan (EPP).

Emergency / Disaster Management Plan Sub-Committee Charge
To develop an Emergency Preparedness Plan that prepares Meharry Medical College to recognize and respond to threats to the mission of the College posed by natural and man made hazards. To assess the risks to the College and formulate, implement and maintain policies, programs and practices across all of its teaching, research and clinical services activities.

Emergency/ Disaster Management Plan Goal for Meharry Medical College
The goal of the Meharry Medical College Emergency Preparedness Plan is to minimize the adverse effects to life and property caused by hazardous events, while meeting the mission of the College.

PURPOSE
This plan was developed to respond appropriately in the event of potential or actual catastrophic events (both natural and man-made). The basic emergency procedures outlined in this document are to increase the protection of lives and property through effective use of College and community resources.

This EPP contains vital information for faculty, staff, residents, post-doctoral candidates, students, and visitors in situations that threaten lives, research or property of Meharry Medical College (College). At all times, the priority of the EPP is to safeguard the lives of MMC faculty, staff, residents, post-docs and students. The EPP also seeks to provide for the safety of the research and to protect the facility.
The Plan provides for the mobilization of resources within the College to respond to emergencies and/or disasters and is applicable to all faculty, staff, residents, post-docs and students, regardless of their physical location on campus. When discussing College facilities, the EPP is referring to the collection of buildings known as the MMC Campus. College employees who have offices off campus or in leased space in MMC facilities should follow these procedures regarding emergencies and disasters.

The EPP applies to both administrative and academic departments of the College, and is supportive of, and will be coordinated with the plans of the College-affiliated hospital and efforts of the local, state, or federal authorities having jurisdiction. Authorities Having Jurisdiction (AHJ) may include, but are not limited to, the Nashville Fire Department, including the HAZMAT Team, the Nashville Police Department, the FBI or other outside government agencies.

SCOPE
The EPP extends to the safety and well being of employees, students, patients, and visitors. Sometimes the impact of major emergencies and disasters may extend beyond the geographic location of the campus. If this occurs, the College will make every effort to cooperate with local, state and federal officials in their delivery of emergency services and disaster relief to the surrounding community.

ASSUMPTIONS
The EPP is predicated on a realistic approach to the problems likely to be encountered on the College during a major emergency or disaster. Here are some general assumptions under the EPP:

a. An emergency or disaster may occur any time of day or night, weekend or holiday, with little or no warning;

b. The succession of events in an emergency is not predictable: hence, published support and operational plans will serve only as a guide and checklist and may require field modification in order to meet the requirements of the emergency;

c. Disasters may affect residents in the geographical location of the College; therefore, city, county, state, and federal emergency services may not be available. A delay in off campus emergency services may be extended for unknown lengths of time;

d. A major emergency may be declared if information indicates that such a condition is developing or is probable.

ASSESSING THE EMERGENCY
There are three general levels of emergencies that may result in the implementation of this plan. If an emergency reaches proportions that cannot be handled by routine measures, the President, the Executive Vice President, and/or their selected Deans of the College may declare a state of emergency for the College.

Levels of Emergency
The following definitions are provided as guidelines to assist College Personnel in determining the appropriate response:

Level I
Definition: A Level I Emergency is an incident or threat of an incident which would not trigger outside interest and which can be controlled by the first responders. Available information indicates that normal College resources are adequate to handle the incident. Evacuation is limited to the room or the immediate area, or the incident poses a threat to nearby persons or property. Level I response would handle a minor personal injury, small spill, an easily extinguished fire, or other minor incident. The appropriate senior building coordinator will be notified in the Level I threat area. The Emergency Command Center (ECC) is not activated.

Response: Laboratory or office personnel will initially handle a Level I Emergency while Security is notified. Depending upon the situation, Campus Operations, Environmental Health and Safety and, if there is an injury, Human Resources and the Occupational Health Program may be notified. Security officers may activate the "911" emergency call system for an injury, fire, or other situations needing outside emergency assistance. The building coordinator provides notification and additional support as needed.

Level II

Definition: A Level II Emergency is defined as an incident requiring the Metropolitan Fire Department, the Metropolitan Police Department or other outside assistance and involving a greater hazard or larger area than a Level I emergency. It may be an incident posing a threat to life or property and possibly requiring evacuation of an entire floor/s of a building. It could also include an incident in which several persons are injured, become ill, a death from any cause occurs, or if a person/s is trapped. The event may exceed the resources of a department or have operational impact on several departments. Level II response would handle a fire or explosion requiring fire department action, a major hazardous material release, and a rupture of high-pressure equipment, bomb threat, or terrorist activity. The building coordinator is notified and assures that the ECC is activated. Marketing and Communications is notified.

Lockdown of all campus buildings or designated buildings may be put in to effect at the discretion of the President or the Chief of Campus Safety & Security or their representative.

Response: Security is notified immediately by dialing "6666" and they, in turn, call the "911" emergency call system for outside assistance. If Security cannot be reached, the reporting party should call 9-911 directly. Security will notify the Deans of the College and Campus Operations, Environmental Health and Safety, and in the event of injuries, the Occupational Health Program. Personnel and resource assessments are conducted and this information will be relayed to the ECC. The ECC determines the need to retain or call in essential personnel.
Level III

Definition: A Level III Emergency is defined as an incident of disaster proportions involving a large number or potentially large number of casualties or an event that significantly impacts the operations and/or resources of more than one department. Outside agencies are contacted to provide support. A fire or flood of extended duration causes extensive damage, an extreme hazard from the release of chemical, radioactive or biological agents, or major structural collapse requiring considerable outside assistance are considered to be a Level III emergency. All hurricanes are included in a Level III emergency. The President or his/her designee and Marketing and Communications are notified. The Emergency Command Center is activated.

Lockdown of all campus buildings or designated buildings may be put in to effect at the discretion of the President or the Chief of Campus Safety or Security or his/her designee.

Response: Campus Operations, Security, Environmental Safety, Human Resources, and Occupational Health Program are contacted. Outside agencies are immediately contacted. For most emergencies (fire, spill, explosion) all efforts are directed at evacuation of personnel. Departmental personnel should not try to combat the emergency but should direct all attention to evacuation and assistance of the injured. Personnel and resource assessments are conducted and information relayed to the ECC. The ECC determines the need to retain or call-in staff. Departments should perform personnel and resource assessments (include number of staff available to release to provide general support). Clinic and research activities will be suspended. ECC calls for additional staff as needed.

LOCKDOWN

Lock down is an emergency situation due to activities on campus that would preclude having people wander about. The building should serve as a shelter.

Full lock down: A full lockdown is used in a serious emergency situation and requires that all students, staff, faculty and visitors be kept in classrooms, offices or other designated locations that are away from danger. A lockdown minimizes access and visibility and shelters students, faculty, staff and visitors in secure locations. Staff members are responsible for students and ensuring that no one leaves the safe area. Security and Facilities Management will also secure building entrances, ensuring that no unauthorized individuals leave or enter the building. Lockdown procedures would only be invoked in situations, which constitute life-threatening events, and where a facility evacuation could be fatal.

The senior security officer on the scene, or the Emergency Director generally puts partial lockdowns into effect.

Full lock downs are authorized by the President, or the chief officer of Campus Safety and Security, or –designee. In cases of criminal matters, the senior security officer is authorized to assess and determine full lockdowns shall occur.
DAMAGE ASSESSMENT

Assessment Team
Immediately following a Level II or Level III emergency, an MMC Assessment Team composed of personnel from the following departments will visit the scene and report to the President/designee. The report is an assessment of damages and a preliminary estimate of the quantity and type of assistance necessary to affect recovery and care for the injured:

- a. Campus Operations
- b. Security Department
- c. Environmental Safety
- d. Occupational Health Program
- e. Compliance/Risk Management
- f. Clinicians

Based on the initial findings of the Assessment Team, the following additional external resources might be called to fully assess damages and make recommendations for damage control and recovery: (See Emergency Telephone Numbers List in Appendix B for individuals to contact and their telephone numbers.)

- a. Fire Marshal
- b. Reliant Energy
- c. Insurance Company (Contact Risk Management)
- d. City Building Inspector
- e. Others as needed

DAMAGE CONTROL

Following the initial damage assessment made by the MMC Assessment Team and external agencies as appropriate, the President/designee or the ECC who is on this team is at the direction of the President/designee will initiate damage control to minimize the effects of the disaster and begin treatment of any injured personnel. When a member of the Administrative Chain of Command arrives, that member shall assume the position of Incident Commander.

Damage Control Responsibilities By Area

Security Department

- a. Determine what internal and-external personnel will be required to secure the damage site both initially and long-term until normal operations can be resumed.
- b. Assume initial Incident Command, using the Incident Command System (ICS).
- c. Secure the scene and/or campus.
- d. Security officers should immediately secure the damaged site to prohibit unauthorized individuals from entering dangerous areas and to prohibit theft and further damage to Meharry property. The Senior Administrator on Duty or Security Director will serve as the initial Incident Commander.

Campus Operations

- a. Determine what physical damages have been sustained and what external resources are needed to more fully assess damage.
- b. Recommend actions necessary to minimize further damage.
- c. Determine plan recovery should be initiated.
- d. As appropriate, Campus Operations personnel and/or external emergency resources will be dispatched immediately to combat any disaster and minimize the effects thereof.
Environmental Safety
a. Determine what hazardous conditions may exist.
b. Determine what actions should be taken by emergency personnel to avoid personal contamination to themselves and others during the recovery phase of the disaster.
c. Determine how to initiate recovery.
d. Environmental Safety will be responsible for coordination of all emergency actions necessary to contain spilled or released hazardous materials and to protect emergency response personnel from becoming contaminated. The Environmental Safety Officer (or designee) will assume the role of Site Safety Officer and provide support to the Incident Commander.

Occupational Health Program (OHP)
a. Determine the medical personnel and treatment facilities required to treat the injured.
b. Determine what medical support should be available for recovery personnel during disaster recovery.
c. Determine what medical/psychological support might be needed for faculty, staff, and students involved in or witnessing the disaster.
d. Determine and conduct ongoing long-term medical follow-up.
e. OHP will be responsible for the coordination of medical response teams who will treat and remove injured personnel from the disaster site. The Director of the Occupational Health Program will be responsible for writing a detailed medical response program. The OHP also will be responsible for contacting the Employee Assistance Program, which will initiate the appropriate psychiatric and psychological support plan for the injured, their families, and other affected faculty, staff, and students.

Marketing and Communications
a. Determine media response.
b. Determine appropriate internal communications response.

II. EMERGENCY RESPONSE TEAM

DIRECTION AND COORDINATION
At the discretion of the President/designee, the Emergency Response Team (ERT) may be brought together for any potential or actual disaster in order to make decisions regarding steps to minimize the effects of the disaster. The team may direct actions to be taken during the disaster to assess damages and initiate recovery efforts following a disaster or emergency.

The Emergency Director or designees, using the campus Emergency Notification System (ENS) from the authorized Command Post (CP), shall coordinate all emergency operations. The coordination of the Emergency Response Team (ERT) is the responsibility of the Directors who will coordinate all on-campus emergency procedures as directed.
EMERGENCY RESPONSE TEAM (ERT)
The ERT consists of the following members:

1. **EMERGENCY DIRECTOR:** SVP of Operations

2. **ASSISTANT EMERGENCY DIRECTORS:** Director of Campus Safety and Security, Director of Campus Operations, and Environmental Safety Officer

3. **RISK MANAGEMENT:** Director of Corporate Compliance, Risk Management Specialist

4. **CAMPUS SECURITY:** Captain of Campus Safety and Security

5. **DAMAGE CONTROL:** Associate Vice President for Information Technology, designated Campus Operations personnel and designated Security personnel.

6. **STUDENT AFFAIRS:** Deans and Associate Deans, Assistant Vice President of Advancement and College Relations, Graduate Medical Education

7. **MARKETING AND COMMUNICATIONS:** Assistant Vice President of Marketing and Communications.

8. **HAZARDOUS MATERIALS ADVISOR:** Radiation Safety Officer and Chemical/Biological Safety Officer

9. **EMPLOYEE RELATIONS:** Assistant Vice President for Human Resources

10. **LEGAL AFFAIRS:** General Counsel or designee

The **EMERGENCY RESPONSE TEAM (ERT)** is responsible for recruiting additional members of their staff when needed to assist. Team members are to be kept in constant communication with the **EMERGENCY COMMAND POST**. General responsibilities of the team members are listed below.

1. **EMERGENCY DIRECTOR/DIRECTOR OF COMPLIANCE:**
   b. Works with Assistant Emergency Directors and others to assess the type of emergency and render the appropriate directives.
   c. Declares and ends, when appropriate, the College state of emergency.
   d. Notifies and conducts liaison activities with College officials, governmental agencies, Emergency Response Team, and others as necessary.
2. ASSISTANT EMERGENCY DIRECTORS:
   a. Assist the Emergency Director with administering the EPP.
   b. Assist with notification to the College officials, governmental agencies, and others as necessary.
   c. Assist with conducting liaison activities with all available resources.

3. CAMPUS SECURITY:
   a. Maintains the Department of Campus Safety and Security in a constant state of readiness.
   b. Notifies College community of emergency.

4. DAMAGE CONTROL:
   a. Provides equipment and personnel to perform shut down procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
   b. Provides vehicles, equipment operators for movement of personnel and supplies, assigns vehicles as required to EMERGENCY RESPONSE TEAM for emergency use.
   c. Obtains the assistance of utility companies as required for emergency operations.
   d. Obtains and activates emergency recall roster if additional staff is needed.
   e. Furnishes emergency power and lighting systems as required.

5. STUDENT AFFAIRS:
   a. Present during emergency to provide students with information concerning the emergency.
   b. Assists student population with appropriate response to emergency situation.
   c. Responsible for notifying clinical affiliated sites where faculty, residents, and students are assigned.

6. MARKETING AND COMMUNICATIONS:
   a. Establishes contact with public media as directed by the President and/or Emergency Director.
   b. Arranges for photographic and audio-visual services.
   c. Prepares news releases for public media concerning emergency situation.

7. HAZARDOUS MATERIALS ADVISOR:
   Provide resource assistance on the scene when an emergency occurs involving the handling and/or disposal of possible hazardous waste and/or radioactive material.

8. EMPLOYEE RELATIONS / COLLEGE RELATIONS
   Provides resource assistance as a post notification center for College community and families or employees and students.

9. LEGAL AFFAIRS / RISK MANAGEMENT:
   Will be available as a resource regarding law and liability issues during an emergency.

Please note that a listing of all Emergency Response Team Members and their office
number may be found in Appendix-A of this document. A listing of Emergency Resources and contact numbers may be found in Appendix-B of this document. This document and all appendices will be available on the Meharry Medical College website.

III. COLLEGE NOTIFICATION SYSTEM

DECLARATION OF STATE OF EMERGENCY

The authority to declare a College state of emergency rests with the President, the Executive Vice President and/or a designee. Once a state of emergency is declared, the Department of Campus Safety and Security (DCSS) will immediately place into effect appropriate emergency procedures, safeguard persons and property, and maintain campus facilities.

Faculty and staff members who have been designated as emergency essential employees as defined in this document must report and remain on campus for the duration of the emergency. The classification system is as follows:

a. **E1** - 1st line emergency essential employees must be present throughout the entire emergency preparedness process, and will be officially dismissed by the Emergency Director once the emergency is resolved (Emergency Response Team, DCSS, Building Contacts, and Emergency Preparedness Coordinators).

b. **E2** - 2nd line emergency essential employees may be temporarily dismissed during an emergency and are usually the first to be called back as the emergency situation becomes neutralized (Human Resources, Clinical Faculty, Marketing and Communications, and Campus Operations staff).

c. **NEE** - non-emergency essential employees are not crucial to operations during an emergency and will be dismissed. They are usually the last to be called back when the emergency is resolved.

In the event of an emergency, only registered students, residents, faculty, and staff are authorized to be present on campus. Those who cannot present proper identification will be asked to vacate the premises. Unauthorized persons remaining on campus may be subject to arrest in accordance with applicable laws.

The Emergency Director will declare the conclusion of an emergency and may direct the College to resume normal operations once the situation has been neutralized and recovery action plans have been instituted.

EMERGENCY NOTIFICATION SYSTEM (ENS)

DCSS will be responsible for the immediate transmission of specific information regarding the emergency to all affected areas of the campus. Communication by email and the MMC Emergency Text Messaging System (Meharry Alert) will be the primary means of emergency notification for the campus. During an emergency, use of all campus telephones must be restricted to official College business. In the absence of telephone service, DCSS will provide resources for emergency notification.

When an emergency occurs, the ENS chain of command is as follows:
a. The Chief of Security will notify the Emergency Director and all DCSS personnel.
b. The Emergency Director will notify the President, Executive Vice President, Senior Staff, Assistant Emergency Directors, and the Emergency Response Team.
   - Human Resources will handle all internal communications regarding employees.
   - Student Affairs will notify students on campus and contact affiliated clinical sites where residents, students, and faculty are assigned.
   - Marketing and Communications will handle all external communications involving the media and other entities.
c. DCSS personnel will notify Building Contacts of the emergency.
d. Building Contacts will notify Emergency Preparedness Coordinators of emergency.
e. Emergency Preparedness Coordinators will notify all individuals located in their respective buildings.
f. Emergency Preparedness Coordinators will conduct a head count of all individuals who have evacuated to the emergency assembly points.
g. Emergency Preparedness Coordinators will provide their respective Building Contact with a head count checklist.
h. Building Contacts will submit head count checklist to the designated Security Emergency Response Team member, located at the designated command post.

BUILDING CONTACTS AND EMERGENCY PREPAREDNESS COORDINATORS
The Department of Campus Safety and Security (DCSS) have the primary responsibility for evacuating all campus buildings. All security officers on-duty assigned to respective buildings will be responsible for ensuring that his/her building has been completely evacuated. Each building on campus will be assigned a Building Contact and several Emergency Preparedness Coordinators to assist the DCSS with facilitating the safe evacuation of all employees, students, and patients. Building contacts and emergency preparedness coordinators must maintain a current e-mail address and telephone listing of all employees working, students matriculating and patients residing within their respective buildings.

Emergency Response Roles and Responsibilities of Building Contacts and Emergency Preparedness Coordinators

1. General Expectations:
   a. Act as point of contact for routine and special communications pertaining to the building and/or department.
   b. Develop and maintain “text groups” to communicate with building and/or department heads during and outside of normal working hours in the event of an emergency.
   c. Assist College senior leaders within the building and/or department in execution of emergency plan, working with emergency service organizations to determine the whereabouts and status of students, faculty, staff, and guests of the College affected by the incident, and disseminating information to faculty, staff, students and other affected by the incident.
   d. Make yourself familiar with emergency equipment location and operation (e.g. fire extinguishers) and evacuation routes.

2. Responsibilities During a Fire Incident:
a. Alert faculty, staff, students and guests to the activated fire alarm in your specific area.
b. Encourage faculty staff, students and guests to leave the area quickly and quietly.
c. Close any open doors along the exit corridor route, if possible.
d. Check elevators in your area for stranded subjects (if applicable).
e. Note any personnel who did NOT leave the area and advise Campus Security.
f. Convene to the pre-determined assembly area. Provide head-count to Campus Security.
g. Notify Campus Security of those unaccounted and who did not evacuate from their location.
h. Make note of any lighting/equipment that is malfunctioning and forward info to Campus Security.

3. Responsibilities during a Power Outage:

Power outages, which occur during daylight:

a. Alert faculty, staff, students and guests to the loss of power.
b. Call Campus Security or Campus Operations reference the cause of outage, if known.
c. Activities in academic departments may continue as normal, however, science laboratory facilities lab/research activities must cease.
d. Emergency lighting will probably last less than one hour – move to ground level immediately.

Power outages, which occur without daylight:

a. Alert faculty, students, staff and guests of the loss of power and the requirement to vacate the area.
b. To the best of your ability, obtain a head count, confirming the count after all members have relocated out of their respective areas.
c. Convene to pre-determined assembly area.
d. Notify Campus Security of those unaccounted or who did not evacuate from their location

RECOVERY RESPONSIBILITIES

Documentation and Notifications

Once a Level II or Level III emergency has been brought under control, Campus Operations, Security Department, Environmental Safety and the Occupational Health Program will report the extent of the damage to the President/Emergency Director. The President/Emergency Director will set priorities for cleanup activities and be responsible for giving authorization for all repairs and replacement of buildings and equipment.

Such authorization will be given in conjunction with the Insurance Company's representative.
**Recovery Responsibilities By Area**

**Security Department**
During the recovery phase of a Level II or Level III emergency, Security will be responsible for securing the disaster site to prohibit unauthorized access and provide a safe environment until the site is returned to its operating configuration.

**Campus Operations**
Based on the nature of the repairs and replacements of buildings and equipment, Campus Operations personnel will work with the Vice President of Administrative Services to bring the school back to full operational status.

**Environmental Safety**
Environmental Safety will be responsible for working with all recovery teams, both internal and external, to minimize further release of hazardous materials and avoid further contamination of the disaster site and recovery personnel. Environmental Safety will be responsible for determining when and to what extent, facilities or areas are reopened. During the repair and reconstruction of a disaster area, Environmental Safety will be responsible for ensuring the proper removal of hazardous materials from the site and the proper restoration of hazardous material containment and handling systems.

**Occupational Health Program (OHP)**
OHP will monitor the health care of the injured for the purpose of making periodic reports to the President/designee and to assist in coordinating the information flow to the Office of Marketing and Communications. OHP will also be responsible for providing information to Human Resources and Risk Management for Workers' Compensation and other required reporting.

**Marketing and Communications**
The Office of Marketing and Communications will be responsible for all media contacts and release of information about the incident to the public and to internal personnel.

**Human Resources**
The EAP or on campus counseling provided by faculty in Psychiatry or Counseling Services will serve as a resource and coordinate debriefing sessions after an event. Based on the circumstances of the event, assistance will be provided to support the family of the injured. Members of the Emergency Response Team are encouraged to participate in critical incident debriefing sessions.

**Finance and College Business Operations Departments**
The Finance and College Business Operations departments will provide support and information to assist in recovery from the incident.

**COMMUNICATION DURING CRISIS/RECOVERY**
The Office of Marketing and Communications is responsible for maintaining a current list of the following individuals with their daytime and after-hours telephone numbers:
- a. Corporate Officers
- b. Department Chairs/Heads
- c. Department Administrators
- d. Environmental Health and Safety Committee
- e. Emergency Preparedness Plan Sub-Committee
Where to Get Updates
In the event of an internal or external disaster, it is essential that employees of the College be kept informed about decisions or events that directly affect them. Notification of College employees regarding implementation of any phase of the Emergency Preparedness Plan is the responsibility of the President/designee and the Office of Marketing and Communications. Information to be disseminated to employees between 8 a.m. and 5 p.m. will be accomplished by whatever means available (local media, e-mail, voice mail, MMC Emergency Text Messaging System, the College website, posting of information on College bulletin boards and at main entrances to College Buildings, and/or personal phone calls to department administrators) from a member of the College administrative staff. Administrators will be advised of the action that should be taken and how they can obtain follow-up information.

The Office of Marketing and Communications will make announcements concerning a disaster between 5 p.m. and 8 a.m. or on a holiday or weekend through the news media as directed and coordinated. Employees should continue to monitor designated radio and television stations for announcements regarding the College. A recorded message will also be available by calling the College and/or by monitoring the MMC website (http://www.mmc.edu).

Interviews with the News Media
During a crisis or internal disaster, members of the news media may contact employees of the College seeking information. All interviews must be coordinated through the Office of Marketing and Communications. The President/designee or Marketing and Communications will make any statements regarding the status of the College during a crisis.

IV. PERSONNEL DURING EMERGENCIES

EMPLOYEES/FACULTY
Closure of the College
A disaster of any nature may cause all or part of the College facilities to close and for the College to close officially. Official closure of a College facility can only be ordered by the President/designee or at the direction of the Emergency Director. A decision to close the College or a portion of the College will depend upon the specific circumstances of the pending or actual disaster.

If an official order is given to close the College, this order is applicable to the entire College body. However, depending on the reason for the closure, the official order to close the College may not apply to those in the clinical settings. The Deans will notify these individuals, the Executive Director of the clinic or his/her designee. Some faculty and staff located in an affiliated institution might be deemed to be essential to the operation of that institution. Such individuals should be kept informed on an annual basis of their status with the affiliated institution. Faculty and staff judged to be essential to an affiliated institution will be governed by the policies in this manual for essential personnel but should follow the Emergency Preparedness Plan in effect for the affiliated institution in which they are located.

It should be noted that the Authority Having Jurisdiction (e.g. Nashville Fire Department, Nashville Police Department or other governmental law enforcement agency) has the authority to evacuate or close all or part of the College.
**Essential Personnel**

**Definition**
Essential personnel are those employees who are required to maintain or secure Meharry Medical College facilities or equipment before, during, or immediately following a disaster or potential disaster. These include employees who are required to provide patient care in College clinics or affiliated institutions, maintain the physical plant, animal facilities or other areas of the College deemed by departments to require personnel during College closings. Essential personnel should receive an appropriate ID badge from Security.

**Designation**
All departments, both administrative and academic, will designate which employees, if any, are to be considered essential personnel. The Department Chair or the Department Administrator should keep a list of these employees and their assigned duties. These lists should be reviewed and updated by each department as personnel and duties change during the year and are available to the Emergency Director or designee.

Only College employees, designated as essential personnel, will be permitted to remain in a College facility if an official decision is made to close any or all College facilities. All departments, both administrative and academic, should be prepared to validate which employees are essential, to Security personnel responsible for evacuating College facilities. Employees not designated as essential personnel will be required to leave immediately and will not be permitted to return until an official announcement is made that the facilities have reopened. Essential personnel shall be available for participation in the emergency operations. This may include providing information and support to the Emergency Response Team, Environmental Safety Office, and Incident Commander.

Essential personnel must make plans in advance for the eventuality that they will be required to remain at Meharry during a potential or actual disaster.

**EMERGENCY ASSEMBLY POINTS**
The following is a list of areas for all individuals from each building to report to in the event of an emergency requiring evacuation. Each building has two inside locations (one for exchange of information, one as a place of optimum safety in the event of a tornado) and an outside central gathering location for evacuation purposes (such as a fire alarm). Individuals who occupy buildings surrounded by glass need to proceed to the nearest stairwell in the building, and/or evacuate to the nearest building of optimum safety. Any modular units used on campus should be abandoned in case of tornado for a more permanent structure or other place of safety such as a ditch or ground depression.

**S. S. Kresge Learning Resources Center**
Primary Gathering Points: North side of Albion (circular drive of the Elam Center); south side of Moreno Street (Parking Lot-F)
Inside Safety Location: Lowest Level Stairwell
Inside Information Point: Lobby
Meharry Medical Group (MMG)
Outside Gathering Point: East side of the Office of Information Technology Building
Inside Safety Location: Lowest Level Basement
Inside Information Point: Lobby

Metro Nashville General Hospital (MNGH)
Outside Gathering Point: Southside of the Building (Parking Lot-A); North side of the Building (Parking Lot O)
Inside Safety Location: Lowest Level Basement
Inside Information Point: Lobby

Lloyd C. Elam Mental Health Center
Outside Gathering Point: In front of Amphitheatre – Street Level
Inside Safety Location: Lowest Level Basement
Inside Information Point: Lobby

Meharry Towers
Outside Gathering Point: Parking Lot F
Inside Safety Location: Lowest Level Basement
Inside Information Point: Lobby

Dorothy Brown Hall
Outside Gathering Point: Parking Lot-A
Inside Safety Location: Hallway
Inside Information Point: Lobby

Morena A
Outside Gathering Point: Parking Lot
Inside Safety Location: Lower Level Hallway
Inside Information Point: Lobby

Morena B
Outside Gathering Point: Parking Lot
Inside Safety Location: Lower Level Hallway
Inside Information Point: Lobby

Cal Turner Family Center
Outside Gathering Point: Parking Lot-I
Inside Safety Location: Lower Level Hallway
Inside Information Point: Lobby

Harold D. West Basic Sciences Building
Outside Gathering Point: In front of Amphitheatre; Southside of West Basic Sciences Building; North side of West Basic Sciences (Parking Lot-J & L)
Inside Safety Location: Basement
Inside Information Point: Atrium (Main Floor)
Robert Wood Johnson Foundation/Clay Simpson Building  
Outside Gathering Point: Parking Lot-L  
Inside Safety Location: Basement  
Inside Information Point: Front Office

Old Hospital Building  
Outside Gathering Point: Lot-H  
Inside Safety Location: Hallway  
Inside Information Point: Front Lobby

Biomedical Science Building  
Outside Gathering Point: Parking Lot O  
Inside Safety Location: Basement  
Inside Information Point: Front Office

Campus Operations Building  
Outside Gathering Point: Parking Lot O  
Inside Safety Location: Basement  
Inside Information Point: Front Office

Salt Wagon Cafe  
Outside Gathering Point: Parking Lot O  
Inside Safety Location: Lobby  
Inside Information Point: A. Cherrie Epps Center

Epps Student Center  
Outside Gathering Point: Parking Lot O  
Inside Safety Location: Basement  
Inside Information Point: Director’s Office in Student Center

School of Dentistry Building  
Outside Gathering Point: Parking Lot O  
Inside Safety Location: Basement  
Inside Information Point: Front Lobby

Computer Center  
Outside Gathering Point: Lot H (Secondary - Parking Lot A)  
Inside Safety Location: Basement  
Inside Information Point: Lobby

Dialysis Center  
Outside Gathering Point: Parking Lot G and GG  
Inside Safety Location: Basement  
Inside Information Point: Lobby
Lyttle Hall
   Outside Gathering Point: Parking Lot H (Secondary Lot A)
   Inside Safety Location: Basement Conference Room
   Inside Information Point: Lobby

Family Practice Clinic Skyline
   Outside Gathering Point: Parking Lot
   Inside Safety Location: Hallway
   Inside Information Point: Reception Area

Family and Dental Clinic Antioch
   Outside Gathering Point: Parking Lot
   Inside Safety Location: Lobby
   Inside Information Point: Reception Area

1919 Charlotte Avenue Clinic
   Outside Gathering Point: Outside Parking Lot
   Inside Safety Location: OB/GYN Reception Area
   Inside Information Point: Lobby

EMERGENCY COMMAND POST
When a major emergency occurs, or is imminent, it shall be the responsibility of the Department
of Campus Safety and Security to establish an emergency Command Post (CP). The CP serves as
the control center for emergency operations, and will be the official location for the Emergency
Director and Assistant Emergency Directors to administer the procedures outlined in this
document.

The Command Post will be located in the Security Building, provided the disaster is not within
that immediate area. If the Security Building is within the hazardous area, the CP will be an
alternate building to be determined at the time of the emergency.

The Command Post will be staffed with personnel from the Department of Campus Safety and
Security, Campus Operations, Environmental Safety, and other personnel as determined by the
circumstances of the emergency situation. Requests for personnel, equipment, and supplies will
flow through the CP to ensure that resources are allocated appropriately. When control efforts
surpass the capabilities of the College, the Tennessee Emergency Management Agency (TEMA)
and local law enforcement agencies will be asked to assist with neutralizing the emergency
situation.

Incident Command Center: The Incident Command Center, if needed, will be located in a safe
area near the event. The Incident Command Center will serve as a staging area for incident
activities and a center of direct communication between the ECP and the site of the incident. The
on-site security supervisor on duty will assume the role of Incident Commander until an Authority
Having Jurisdiction (Nashville Metropolitan Police or Fire Department) arrives on the scene, at
which time that role will be relinquished to those agencies having authority until it has been
returned to Meharry Medical College.
EMERGENCY FOOD SUPPLY
Metro Nashville General Hospital will maintain a food supply of nonperishable items and water designed to last at least three (3) days in the event of an emergency. Moreover, MNGH will provide a contingency plan that addresses food contamination or loss of power and gas, both of which are essential to food preparation. Additional questions and/or concerns should be addressed with the Emergency Director.

EMERGENCY EQUIPMENT
All Departments should maintain basic emergency equipment that might be needed in order to continue operations in the event of an emergency. Emergency kits should contain items such as flashlights, battery powered radios, extra batteries, “glow sticks” (for lighting), and basic first aid supplies. Candles and matches are not recommended for lighting since they require an open flame, which can be hazardous. Campus Operations when available will furnish large items such as power generators and pumps for flooded areas.

EMERGENCY COUNSELING
The Employee Assistant Program (EAP) or on campus counseling provided by faculty in Psychiatry or Counseling Services provides counseling services to assist employees with dealing with catastrophic events. In the event of an emergency, the department of Human Resources will arrange for EAP counselors to come on-site once the situation is neutralized. Students may receive counseling from Student Counseling Services.

INDIVIDUAL DEPARTMENT PLANS
Each department should develop a written plan that instructs essential employees of their duties and responsibilities before, during and immediately following a disaster. Most academic departments will only be responsible for their immediate area while administrative departments may have campus-wide responsibilities.

Department plans should be forwarded to the Environmental Safety Office and to the AVP for Administration. Plans should contain departmental requirements for emergency power in the event that electrical power is lost in the College building.

All departments, both academic and administrative, should develop a specific plan, incorporating the expectations of this plan and addressing the actions of department personnel in the event of an emergency or potential emergency. Such plans should include but not be limited to:

a. The appointment of a Department Safety Representative and at least one alternate
b. A plan for educating department personnel about safety and the Emergency Preparedness Plan
c. A description of essential department activity that is required to continue the operations of the school as a whole, the department, or a specific research project, in the event of a disaster.
d. A definition and list of the department personnel who are deemed to be “essential” to meet the needs of essential department activities.
e. A description of the activities required to affect an orderly shut down of the department in the event of disaster or potential disaster.
f. If indicated, a policy and system for notifying clinic patients of canceled appointments or directing patients to an alternate location for treatment
g. A method for reviewing and updating the department’s plan annually
h. A plan to communicate with faculty.

UPDATING THE COLLEGE EMERGENCY PLAN
The EPP must be accurate and timely. Updates and revisions will be completed as follows:

a. The Environmental Health and Safety Committee’s Sub-Committee for the Emergency Preparedness Plan will review and update the EPP annually.
b. Academic and administrative departments will update all information in their plans and report all changes to the AVP of Administration
c. Requirements:
   - Changes in departmental operations that may affect the EPP
   - Changes in departmental information such as staffing plans

EMERGENCY PROCEDURES AND GUIDELINES
Emergencies can occur at any time usually without warning. When an emergency occurs, the safety and prompt recovery of the College community depends on the preparedness and careful response of our employees, students, patients, and visitors. The information listed below provides basic emergency information to help individuals respond thoughtfully in an emergency event. Please read the information carefully, and integrate it into a personal emergency response plan.

1. Building Evacuation
The Department of Campus Safety and Security will notify campus security officers, building contacts and emergency preparedness coordinators to commence evacuation procedures as outlined in this document.

a. In the event of an emergency, all occupants are to vacate the buildings immediately.
b. When notification occurs, all building occupants must evacuate from the nearest marked exit and alert others within close proximity to do the same. Assist mobility impaired persons to the closest “area of rescue assistance”.
c. Use stairwells to exit the buildings. Do not use elevators in the event of a fire, earthquake, or other emergencies where you could become confined inside.
d. Proceed outside to the nearest Emergency Assembly Point.
e. Provisions for individuals with disabilities:
   - The landings inside of each stairwell and protected elevator lobbies are considered safe areas for individuals with disabilities. It is routine procedure for emergency personnel (i.e., fire department and police) to check these areas for individuals with disabilities and/or injured persons. In the event of an evacuation, individuals with disabilities located above or below the ground floor should be escorted to the closest stairwell and a buddy should remain with that person until emergency personnel arrive.
Additional information regarding the evacuation of disabled persons in the event of an emergency is available through the Federal Emergency Management Agency. This material may be ordered by submitting a request to the following address:

United States Fire Administration  
Publications  
16825 South Seton Ave.  
Emmitsburg, Maryland 21727  
Or through their website, www.usfa.fema.gov

Upon evacuation, all occupants should proceed to the outside gathering point for your respective building as outlined in this document. If it is not possible, proceed to a clear area that is at least 50 yards away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

2. Fire

An emergency exist when fire alarms and/or sprinkler systems are activated in any campus building, or when someone actually sees smoke or fire, and sounds an alarm. The Department of Campus Safety and Security (DCSS) must be notified immediately at Ext. 6666 in order to verify the emergency and contact the Metro Fire Department for assistance. The following are precaution measures to be taken in the event of a fire:

a. All building occupants must evacuate the building immediately according to the procedures outlined in this document;  
b. Use the stairwells to exit the building. Do not use the elevators;  
c. Note the location of alarms and extinguishers;  
d. Fire extinguishers should only be used by individuals who have been properly trained;  
e. Close all doors to help confine the fire and reduce the spread of oxygen;  
f. Keep corridors, aisles, and room exits clear. Do not lock doors;  
g. Limit the use of extension cords and multiple outlets;  
h. Never use water on an electrical fire;  
i. Do not return to an evacuated building until authorized by DCSS;  
j. Locate a window if trapped in a building, and place an article of clothing outside the window as a marker to rescue crews;  
k. Stay near the floor where the air will be less toxic if no window is available;  
l. Shout periodically to alert emergency crews of your location; and  
m. Please proceed to the Emergency Assembly Point for your respective building.

3. Tornado

The Department of Campus Safety and Security (DCSS) is responsible for monitoring the National Weather Service and local television stations in order to be aware of any inclement or dangerous weather approaching the College. A “Tornado Watch” occurs when weather conditions are favorable in the local area. A “Tornado Warning” occurs when a funnel cloud has been sighted and may be headed in the direction of the College. In the event that a “Tornado Warning” is issued for our immediate area (within a 15-mile radius) the Emergency Response Team (ERT) will be notified immediately. DCSS will alert the campus and an immediate place of optimum safety should be sought.
All security officers on-duty, in conjunction with the Emergency Preparedness Coordinators, will facilitate the transport of everyone to the designated place of optimum safety within their respective buildings. The following are precaution measures to be taken in the event of a tornado:

a. When indoors, seek refuge in a doorway, interior hallway, or under a desk or table on the lowest floor of the building;
b. Stay away from windows and exterior doors;
c. When outside and unable to find shelter, seek a ditch or depression in the ground and lie flat;
d. Avoid power or utility poles as they may be energized;
e. When operating an automobile, prepare to stop immediately when safe; and
f. Exit the vehicle and seek shelter or a ditch or depression in the ground and lie flat

4. Earthquake
In the event that an earthquake occurs with enough magnitude to affect any campus structures and render them unsafe, all building occupants will need to immediately evacuate the buildings. All security officers on-duty, in conjunction with the Emergency Preparedness Coordinators, will facilitate the transport of everyone to a place of safety outdoors. The following are precaution measures to be taken in the event of an earthquake:

a. Do not use elevators to evacuate buildings;
b. For individuals who are unable to exit the building, seek refuge in a doorway or under a desk or table;
c. Stay away from glass windows, shelves, and heavy equipment;
d. Once outdoors, quickly move away from buildings, utility poles, or other structures that could possibly fall;
e. Always avoid power or utility lines as they may be energized;
f. When operating an automobile, prepare to stop immediately when safe, preferably away from power lines and trees;
g. Stay in the vehicle for protection of shelter;
h. Protect yourself at all times and be prepared for after-shocks; and
i. Do not return to an evacuated building until authorized by DCSS.

5. Inclement Weather
In the event of snow and/or ice accumulation of more than two inches, Campus Operations will facilitate the removal of the accumulation to ensure the safety of the College community. Campus Operations have assigned locations throughout the campus to clear the accumulation of snow and/or ice. The DCSS will serve in an administrative capacity to:

a. Notify division leaders of the need for snow and/or ice removal;
b. Monitor the progress of removal; and

c. Keep watch for areas of additional accumulation of snow and/or ice, with the responsibility of notifying the appropriate division that additional removal is required.
In the event of a flood, the Department of Campus Safety and Security (DCSS) will notify the Emergency Response Team (ERT) members immediately. Once the ERT is notified, the Emergency Director will alert the campus with the appropriate response. The following are precaution measures to be taken in the event of inclement weather:

- Stay hydrated;
- Wear shoes with traction;
- Always expect ice on walkways and in parking lots when you find ice on your windshield; and
- Dress in layers

6. Explosions or Aircraft Crash
In the event of an explosion or an aircraft crash on campus, the DCSS will notify the ERT members immediately and local emergency management agencies as appropriate. There could be an increased probability of additional explosions, harmful fumes, and chemicals resulting from the initial explosion. All building occupants will need to immediately evacuate the buildings. Elevators should not be used as a means to evacuate the buildings. Security officer’s on-duty, in conjunction with the Emergency Preparedness Coordinators, will facilitate the transport of everyone to a place of safety outdoors. Do not return to an evacuated building until authorized by DCSS.

7. Hostage Situation
In the event of a hostage situation, the DCSS will notify the ERT members and Metro Police Department immediately. Hostage situations are different from other emergencies because danger is imminent until the problem is completely resolved. The Emergency Director with the assistance of DCSS and local law enforcement will assess the gravity of the situation and implement appropriate emergency procedures as outlined in this document.

8. Bomb Threats, Suspicious Mail and Packages
In the event that someone receives a bomb threat or observes a suspicious object or package on campus, the Department of Campus Safety and Security must be notified immediately at Ext.6666. DCSS will notify the Emergency Response Team, Metro Police Department and other local agencies as deemed appropriate.

The Emergency Director, DCSS, and local authorities will determine the proper course of action. A decision to evacuate buildings will be based on all available information. Because a bomb may be sound sensitive, building alarms should not be activated in order to prompt evacuation. Should evacuation become necessary, security officers’ on-duty, in conjunction with the Emergency Preparedness Coordinators, will facilitate the transport of everyone to a place of safety outdoors. Occupants should take personal packages, lunches, briefcases, etc., so they will not be mistaken for explosives. Do not return to an evacuated building until authorized by DCSS.
Actions to be taken by individuals receiving bomb threats over the phone include, but are not limited to:

a. Remain calm;
b. Keep callers on the line as long as possible;
c. Do not agitate or make callers angry;
d. Notify the Department of Campus Safety and Security at 615-327-6666;
e. Do not erase threats from telephone if they are left on voice mail;
f. Notify immediate supervisory personnel;
g. Meet with responding DCSS officers and local police personnel; and
h. Complete Bomb Threat Data Report located in Department of Campus Safety and Security.
i. Individuals receiving bomb threats should attempt to obtain as much information as possible from persons reporting bomb threats. Employees should attempt to obtain information that includes, but is not limited to:

- Time devices are set to detonate;
- Device locations;
- Descriptions of devices;
- Types of explosives utilized;
- What will cause devices to detonate;
- If callers are responsible for placing the devices, why devices were placed;
- Names, addresses, and phone numbers of callers;
- Organizations represented by callers;
- Exact wording of threats;
- Time and length of calls and numbers calls were made to;
- Age, gender, and voice characteristics of callers; and
- Background noises in calls.

Anyone receiving mail and packages should regularly, reasonably, and prudently examine those materials before opening them. Indicators or characteristics that should cause the materials to be treated as suspect, especially if the materials are not expected, include, but are not limited to:

a. Letters and packages delivered by someone other than regular carriers;
b. Packages wrapped in string because modern packaging materials have eliminated the need for twine and string;
c. Excess use of securing material, i.e., tape;
d. Packages that are lopsided, heavy sided, or have lumps, bulges, or protrusions;
e. No postage, non-cancelled postage, or excessive postage;
f. Handwritten notes such as: “To Be Opened in the Privacy Of ….”, “Confidential”, “This is Your Lucky Day”;
g. Packages or letters that have no return addresses or nonsensical return addresses;
h. Letters or packages arriving before or after phone calls asking if the items were received;
i. Improper spelling of common names, places, or titles; or
j. Leaks, stains, or protruding wires, foil, string, tape, etc.
Persons who find articles with listed indicators and are unable to verify the contents with addressees or senders should:

a. Stop immediately – not opening items any further, not moving items or putting them in water or confined spaces such as desk drawers or filing cabinets;

b. Ensure the DCSS are notified at 615-327-6254;

c. Isolate the mailing and get people out of the immediate area;

d. Notify their supervisory personnel; and

e. Meet with responding DCSS Officers.

9. Water Losses or Contamination

In the event that the campus loses water or the water supply becomes contaminated, the Department of Campus Safety and Security (DCSS) should be contacted immediately in order to notify Metro Water Services, the Emergency Response Team (ERT), and Campus Operations. An assessment will be made to determine the cause and location for the loss and/or contamination. Metro Water Services will supply the campus with water until the College supply can be restored.

10. Food Poisoning

In the event that there is a contamination of food materials resulting in an outbreak of illness on campus, DCSS should be contacted immediately in order to notify the ERT and the Director of Occupational Medicine. Once the source of the food poisoning has been determined, all individuals who had contact with the contaminated food must be notified of the situation. Health Services or local agencies as deemed necessary must assess medical needs of those affected.

11. Chemical Spill or Contamination

In the event that any chemicals or hazardous materials spill or contamination has taken place on campus and can possibly endanger individuals, DCSS should be contacted immediately in order to notify the ERT and the Nashville Fire Department for assistance. When calling DCSS an individual should provide the following information:

a. Name and telephone number of person calling;

b. Substance and quantities involved; and

c. Location, building, floor, and room number.

The following precautions should be taken to confine or contain the spill:

a. If possible, do not allow any spilled material to enter the sewer system through a floor drain;

b. Individuals on site should be evacuated from the affected area at once;

c. Any sources of ignition should be extinguished; and

d. The contaminated area should be sealed off to prevent further contamination.

12. Violent Crimes

Violent crimes are those criminal incidents wherein the health and welfare of an individual or individuals are placed in jeopardy. Violent crimes include such incidents as simple assault, aggravated and sexual assault or rape, armed robbery, kidnapping, terrorist attack and hostage taking, attempted murder, and murder, active shooter/active aggression.

Whenever a violent crime occurs at Meharry, persons witnessing such events should take the
following precautions:

a. Do not attempt to intervene. Persons who commit violent crimes may be mentally and/or emotionally disturbed. Their responses to your interference may be violent. Any action you take may cause unneeded danger to yourself and others. Stay away and warn others to do the same.
b. Call Security immediately at 611.
c. Security will dispatch officers to the scene to isolate and control the ongoing criminal activity.
d. In an ongoing criminal event when the Nashville Metropolitan Police Officers are on the scene, they are, under the law, responsible for and in charge of the scene. Follow their instructions. Police instructions are intended to protect life and they will respond on the basis of these instructions.
e. Representatives from the Office of Marketing and Communications will respond to media requests, in conjunction with the Nashville Police Department.
f. **Special precautions during active shooter/active aggression incidents:**
   1. Active Shooter/Active Aggression defined as:
      a. A suspect or assailant whose activity is immediately causing death and serious injury
      b. Threat is not contained and there is immediate risk of death and injury
   2. Once you hear gunfire vacate the building if you can.
   3. If you are unable to vacate the building here are your individual actions before and during the incident:
      a. Your actions will influence others
      b. Stay Calm
      c. Assure others that you and the police are working to protect them
      d. Secure the immediate area – whether classroom, bathroom, or office.
      e. Lock the door. This may require advanced planning to ensure ability to lock the door – key and type of lock.
      f. Most doors in the College buildings are solid core, and many walls are block and brick. This may provide some protection.
      g. Block the door using whatever is available – desks, file cabinets, books, other furniture…
      h. If the shooter enters your room and leaves, lock/barricade the door behind him.
      i. If safe allow others to seek refuge with you.
      j. Treat the injured
      k. Remember basic first aid.
      l. For bleeding apply pressure and elevate.
      m. Be creative in identifying items to use for this purpose – clothing, paper towels, feminine hygiene products, newspapers, etc.
   4. Un-securing an area
      a. The shooter will not stop until his objectives have been met, unless engaged by law enforcement.
      b. Consider the risk exposure created by opening the door.
      c. Attempts to rescue people should only be made if that can be done without further endangering the persons inside a secured area.
      d. The shooter may bang on the door and yell for help to entice you to open the door.
      e. Remember the safety of the masses versus the safety of a few
      f. If there is any doubt to the safety of the individuals inside the room, the area
needs to remain secured
g. Doors, Windows, Openings, and Noise
h. Close blinds
i. Block windows
j. Turn off radios and computer monitors if necessary
k. Silence cell phones
l. Signs can be placed in interior doors, windows, but remember the shooter can see these.
m. Place signs in exterior windows to identify the location of injured persons.
n. Keep occupants calm and quiet.
o. After securing the room. People should be positioned out of sight and behind items that might offer additional protection – walls, desks, file cabinets, etc.

5. Alert Procedures
a. The person witnessing the crime should call Security at 6666.
b. Security will alert the Nashville Police Department.
c. Security will alert the President/designee, the Executive Vice President and the Emergency Director.
d. Security will alert the Senior Administrator on Duty.
e. Support services may be needed for those involved with or those who witness a crime. Contact Employee Relations in Human Resources, 615-327-6337, for information regarding the Employee Assistance Program.

13. Bioterrorism
Healthcare institutions must be aware of the potential for bioterrorism attacks and recognize that they may be the initial site of recognition and response to bioterrorism events. If a bioterrorism event is suspected, local emergency response systems should be activated. Notification should immediately include local infection control personnel and prompt communication with the local and state health departments, the FBI field office, local police and the Centers for Disease Control.

Bioterrorism may occur as covert events, in which persons are unknowingly exposed and an outbreak is suspected only upon recognition of unusual disease clusters or symptoms. It may also occur as an announced event in which persons are warned that an exposure has occurred. Healthcare facilities should be prepared to manage both types of events. Because of the rapid progression to illness and potential for dissemination of some of these agents, it may not be practical to await diagnostic laboratory confirmation. Instead, it may be necessary to initiate a response based on the recognition of high-risk syndromes.

MMC personnel should be aware of disaster preparedness drills held in campus facilities and how they would respond in the event of such an attack.

14. Civil Disorders
Civil commotion or public disorder that may range from acts of a prankster to mass armed aggression.

Response to Civil Disorders
Any person having knowledge of a civil commotion or a potential civil commotion should contact Security at 6666.
The Director of Campus Safety and Security shall keep the President/designee, Executive Vice President, Director for Facilities and Security and the Office of Marketing and Communications
informed of pending civil disorders that might adversely affect the College. In the event of a potential or actual civil disorder, the President/designee or the Emergency Response Team, convened at the direction of the President/designee, will approve all subsequent activities listed herein.

a. Security Officers will take the necessary measures to protect lives and College property. Security will notify Nashville General Hospital Security and the Nashville Police Department.
b. Security will move employees in areas of danger to safety. The place of safety will be determined at the time of incident.
c. Security will put Campus Operations and Environmental Safety on alert for possible fires or other intentional disasters.
d. Evacuation of the building will be made through exits that do not lead to the demonstrators. Employees should be reminded to close blinds or drapes on windows, lock their desks, and secure any valuable information before leaving.

Should evacuation become necessary, security officers’ on-duty, in conjunction with the Emergency Preparedness Coordinators, will facilitate the transport of everyone to a place of safety outdoors. Do not return to an evacuated building until authorized by DCSS.

EMERGENCY PREPAREDNESS TRAINING

It is a proven fact that human beings, when faced with adverse situations, tend to react in the way for which they have trained and practiced. Therefore, it is recommended that each area of the College plan training periods in which the previously listed procedures may be practiced. Each building contact and emergency preparedness coordinator should have regular meetings with people in their building to be certain everyone knows what to do and what to expect, as much as possible.

These meetings should be held often enough to keep everyone properly informed. Training sessions should be coordinated through the Senior Vice President for Administration.

Meetings and training sessions should be documented by the building contacts. Documentation should include the attendee’s name, position with the College, date of training, location training was held, and any other specific information in regards to what was covered in the session. These records should be forwarded to the Compliance Officer and to Human Resources for inclusion in the employee’s personnel file.

The College will conduct mandatory Emergency Preparedness Training sessions annually, in person or web-based. The training will be conducted through a collaboration of the Office for Facilities and Security, Campus Operations, and Office of General Counsel in collaboration with Campus Safety and Security.

Any change in building contacts or emergency preparedness coordinators should be immediately reported to the Director for Facilities and Security, Director of Campus Safety and Security and the Environmental Safety Officer.
SUMMARY

This Emergency Preparedness Plan document has identified various types of emergencies and the necessary steps to take to ensure the safety and expedient recovery of our College community. To this end, Meharry Medical College is committed to the continuous education and training of environmental safety initiatives, widespread distribution of emergency preparedness information, and the ongoing simulated exercises of the emergency plans across the campus. The College thanks you for your contribution to this very important initiative and looks forward to serving you in the future.
APPENDIX A
EMERGENCY RESOURCE TEAM MEMBERS

1. **EMERGENCY DIRECTOR**: SVP of Operations

2. **ASSISTANT EMERGENCY DIRECTORS**: Chief-Department Safety and Security, Director of Campus Operations and Environmental Safety Officer

3. **RISK MANAGEMENT**: Risk Management Specialist

4. **CAMPUS SECURITY**: Campus Safety and Security

5. **DAMAGE CONTROL**: VP for Information Technology designated Campus Operations personnel and designated Security personnel.

6. **STUDENT AFFAIRS**: Deans and Associate Deans, AVP of Advancement and College Relations, Graduate Medical Education

7. **MARKETING AND COMMUNICATIONS**: AVP of Marketing and Communications.

8. **HAZARDOUS MATERIALS ADVISOR**: Radiation Safety Officer and Biomedical Safety Officer

9. **EMPLOYEE RELATIONS**: AVP for Human Resources

10. **LEGAL AFFAIRS**: Associate General Counsel
### APPENDIX B

**EMERGENCY TEAM MEMBERS AND ON CAMPUS CONTACT NUMBER**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name/Position</th>
<th>Phone</th>
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<tbody>
<tr>
<td><strong>Emergency Directors</strong></td>
<td>SVP of Operations</td>
<td>327-6869</td>
</tr>
<tr>
<td><strong>Assistant Emergency Directors</strong></td>
<td>Director - Campus Safety and Security</td>
<td>327-6254</td>
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<td><strong>Assistant Emergency Directors</strong></td>
<td>Director - Campus Operations</td>
<td>327-6800</td>
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<tr>
<td><strong>Assistant Emergency Directors</strong></td>
<td>Director – Corporate Compliance</td>
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<tr>
<td><strong>Assistant Emergency Directors</strong></td>
<td>Environmental Safety Officer</td>
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<tr>
<td><strong>Risk Management</strong></td>
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<td>327-6444</td>
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<tr>
<td><strong>Campus Security</strong></td>
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<td><strong>Damage Control</strong></td>
<td>Housing</td>
<td>327-6894</td>
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<td><strong>Damage Control</strong></td>
<td>Campus Operations-Lead</td>
<td>327-6176</td>
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<tr>
<td><strong>Student Affairs</strong></td>
<td>(Dean, SOM)</td>
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<td>(Dean, SOD)</td>
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<td>(Dean, SOGRS)</td>
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<tr>
<td>MMC Campus Security</td>
<td>615-327-6254</td>
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<tr>
<td>Metro Police Department</td>
<td>615-862-8600</td>
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<tr>
<td>Davidson County Sheriffs Department</td>
<td>615-862-8170</td>
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<tr>
<td>Nashville Fire Department</td>
<td>615-327-1300</td>
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<tr>
<td>Tennessee Highway Patrol</td>
<td>615-741-3181</td>
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<td>MNGH</td>
<td>615-341-4000</td>
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<tr>
<td>Baptist Hospital</td>
<td>615-284-5555</td>
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<tr>
<td>Vanderbilt Hospital</td>
<td>615-322-5000</td>
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<tr>
<td>Centennial Medical Center</td>
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<tr>
<td>Salvation Army</td>
<td>615-259-2348</td>
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<tr>
<td>Tennessee National Guard</td>
<td>615-269-5735</td>
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<tr>
<td>American Red Cross (Nashville Chapter)</td>
<td>615-250-4300</td>
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<td>Federal Emergency Management Agency (FEMA)</td>
<td>404-853-4200</td>
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<td>Tennessee Emergency Management Agency (TEMA)</td>
<td>800-262-3300</td>
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<td>Nashville Metro Water Services Emergency Number</td>
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<td>WKRN (Channel 2)</td>
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<td>WSMV (Channel 4)</td>
<td>615-259-2438</td>
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<td>WTVF (Channel 5)</td>
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<td>National Weather Service</td>
<td>615-754-4633</td>
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<td>Nashville Electric Service Emergency (Power Lines Down)</td>
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<td>Bellsouth</td>
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<td>Student Counseling Resources</td>
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<tr>
<td>Student Counseling Services</td>
<td>615-327-5757</td>
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<tr>
<td>EAP (Employee Assistance Program)</td>
<td>615-327-6336</td>
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<tr>
<td>MMG (Meharry Medical Group)</td>
<td>615-327-5572</td>
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<tr>
<td>Occupational Medicine</td>
<td>615-327-6155</td>
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## APPENDIX D
### EMERGENCY BUILDING COORDINATORS

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<tr>
<th>Location/Floor</th>
<th>Floor Coordinator</th>
<th>Phone #</th>
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<tbody>
<tr>
<td>1919 Charlotte Building</td>
<td>Pamela Hatten-Davis</td>
<td>1347</td>
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<tr>
<td>Biomedical Science Building-Internal Audit (2nd Floor)</td>
<td>Jonathan Sanders</td>
<td>6374</td>
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<tr>
<td>Biomedical Science Building-Meharry Vanderbilt Alliance</td>
<td>Virginia Fuqua Meadows</td>
<td>2822</td>
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<tr>
<td>Cal Turner Family Center (METZ)</td>
<td>Sherrica Proctor</td>
<td>2802</td>
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<tr>
<td>Cal Turner Family Center (Student Affairs)</td>
<td>Keadra Babb</td>
<td>6998</td>
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<tr>
<td>Clay Simpson Bldg-1st Floor</td>
<td>Robyn Folks</td>
<td>6202</td>
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<tr>
<td>Clay Simpson Bldg-2nd Floor</td>
<td>Dr. William Washington</td>
<td>6634</td>
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<tr>
<td>Dorothy Brown Hall</td>
<td>Charlene Golthreate</td>
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<tr>
<td>Elam Mental Health</td>
<td>Samuel Scales</td>
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<tr>
<td>Epps-CEDS</td>
<td>Shonae Settles</td>
<td>6004</td>
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<tr>
<td>Epps-CEDS-Lower Level</td>
<td>Pam Rucker</td>
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<tr>
<td>Epps-CEDS-Upper Level</td>
<td>J. Dee Gardner</td>
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<tr>
<td>Information Technology-1st Floor</td>
<td>Karen Owens-Dawson</td>
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<td>Information Technology-2nd Floor</td>
<td>Sherrie Holt</td>
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<tr>
<td>LRC (2nd Floor-Library)</td>
<td>Vanessa Smith</td>
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<td>LRC (3rd Floor-Library)</td>
<td>Linda Redd</td>
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<td>LRC (4th Floor-Library)</td>
<td>Barbara Grissom</td>
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<td>LRC (5th Floor-Controller)</td>
<td>Donnita Alexander</td>
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<td>LRC (5th Floor-Finance)</td>
<td>Helen Harney</td>
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<td>LRC (5th Floor-Presidents Office)</td>
<td>Sandra Williams</td>
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<td>LRC (6th Floor)</td>
<td>Brandon Taylor</td>
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<td>LRC (6th Floor)</td>
<td>Pamela G. Kellar</td>
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<td>LRC (6th Floor)</td>
<td>Sanjoy Sircar</td>
<td>6005</td>
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<td>LRC (6th Floor)</td>
<td>Yolette Armstrong</td>
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<tr>
<td>LRC (Baseline-Clinical Skills and Competency)</td>
<td>Gerald Burdine</td>
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<tr>
<td>LRC (Lobby and Lower Lobby)</td>
<td>Security Desk</td>
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<td>Lyttle Hall-1st Floor (JHCPU)</td>
<td>Robin Griffin</td>
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<td>Lyttle Hall-1st Floor (Marketing and Communication)</td>
<td>Janet Caldwell</td>
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<td>Lyttle Hall-2nd Floor</td>
<td>Tammy Coleman</td>
<td>6078</td>
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<td>Lyttle Hall-3rd Floor (General Council and External Affairs)</td>
<td>Ronette Adams</td>
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<tr>
<td>Lyttle Hall-Basement (Security)</td>
<td>Theresa McKinnon</td>
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<td>Madison Clinic at Skyline</td>
<td>Darlene Maupin-Mckibbens</td>
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<td>Morena A&amp;B</td>
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<td>Old Hospital (1st Floor-MMG Billing)</td>
<td>Theresa Perkins</td>
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<td>Angela Person-Hogan</td>
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<td>Rhonda Hammonds</td>
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<td>Ross Flemming</td>
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<td>Old Hospital (2nd Floor-Family Medicine)</td>
<td>Mary Martin-Cohen</td>
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<td>Pamela Harrell</td>
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<tr>
<td>Old Hospital (2nd Floor-Pediatrics Clinic-Adolescence)</td>
<td>Joan Campbell</td>
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<td>Kendra Taylor-Smith</td>
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<td>Leland Dugger</td>
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<td>Lisa Walker</td>
<td>6763</td>
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<td>Lanique Woodson</td>
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<td>Brian Covington</td>
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<td>Sharda Mishra</td>
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<td>Johniene Thomas</td>
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<td>Rita Jakpor</td>
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<td>Pat Young</td>
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<td>Demeka Fritts</td>
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<td>Pamela Gooch</td>
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<tr>
<td>Old Hospital (4th Floor-Surgery and Research)</td>
<td>Melanie Puckett</td>
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<tr>
<td>Old Hospital (5th Floor-Geriatrics)</td>
<td>Grace Smith</td>
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<tr>
<td>Old Hospital (5th Floor-HIV)</td>
<td>Karen Smith</td>
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<td>Old Hospital (5th Floor-HIV)</td>
<td>Dr. C. V. Dash</td>
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<td>Veronica Johnson</td>
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<td>Power Plant Administration (Campus Operations)</td>
<td>Carla Jenkins</td>
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<td>Charlene Goltthreate</td>
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<td>Donald Odom</td>
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<td>Jalilah Haqq</td>
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<td>Helen Howse-Cunningham</td>
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<td>Ashley McDade</td>
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<td>School of Dentistry (6th Floor-??Group??)</td>
<td>Ashley McDade</td>
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<tr>
<td>School of Dentistry-1st floor Mail Services and Copy room</td>
<td>Elizabeth Noll</td>
<td>6176</td>
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<tr>
<td>WBSB (1st Floor-Deans Office)</td>
<td>Rhonda Fox</td>
<td>6204</td>
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<tr>
<td>WBSB (1st Floor-Student and Academic Affairs)</td>
<td>Jo-Anne Pettus-Mayes</td>
<td>6959</td>
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<td>WBSB (2nd Floor Grant Mgmt)</td>
<td>C'errol Nicole Jackson</td>
<td>6703</td>
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<td>WBSB (2nd Floor-Cancer Biology)</td>
<td>Marian Asmah-Addai</td>
<td>6345</td>
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<td>WBSB (2nd Floor-Office of Research and Academic Computing)</td>
<td>Jared Elzey</td>
<td>5800</td>
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<td>WBSB (3rd Floor-Neuroscience and Pharmacology))</td>
<td>C. Lynn Ethridge</td>
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<td>Melicent Davis</td>
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<td>WBSB (4th Floor-Lifelong Learning)</td>
<td>April Haj Ebrahem</td>
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<td>WBSB (4th Floor-Physiology)</td>
<td>Linda Nelson</td>
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<td>Delores Boatright</td>
<td>6070</td>
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<td>WBSB (Basement-Integrated Didactics)</td>
<td>Walter Braden</td>
<td>6601</td>
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<tr>
<td>WBSB (Mezz-Graduate Studies)</td>
<td>Alana Warren</td>
<td>6433</td>
</tr>
</tbody>
</table>
Appendix E

Meharry Medical College Emergency Preparedness Plan Campus Communication Tree

- Saletta Holloway, Chief Threesa McKinnon
  - George Kelly
  - Janet Caldwell, Associate Vice President for Marketing & Communications
  - Andrew Jackson, Vice President for Information Technology
  - Mark Smith, Associate VP for Human Resources
  - Jacqueline Dee Gardner, AVP for Enrollment & Student Services
- MMC Security
- Saletta Holloway, SVP Operations
- James E.K. Hildreth, President
  - Saletta Holloway Sr. Vice President Board Relations
  - LaMel Bandy-Neal Sr. VP of Finance
    - Ivanetta Davis-Samuels Sr. VP General Counsel
      - Sr. VP Institutional Advancement
- Marquetta Faulkner Dean School Med.
- Maria Lima Dean School Graduate Studies & Research
- Cherae Farmer-Dixon Dean School of Den.
- Essential Staff: Cassandra Ward T, Lisa Johnson, Cavondus Cross