



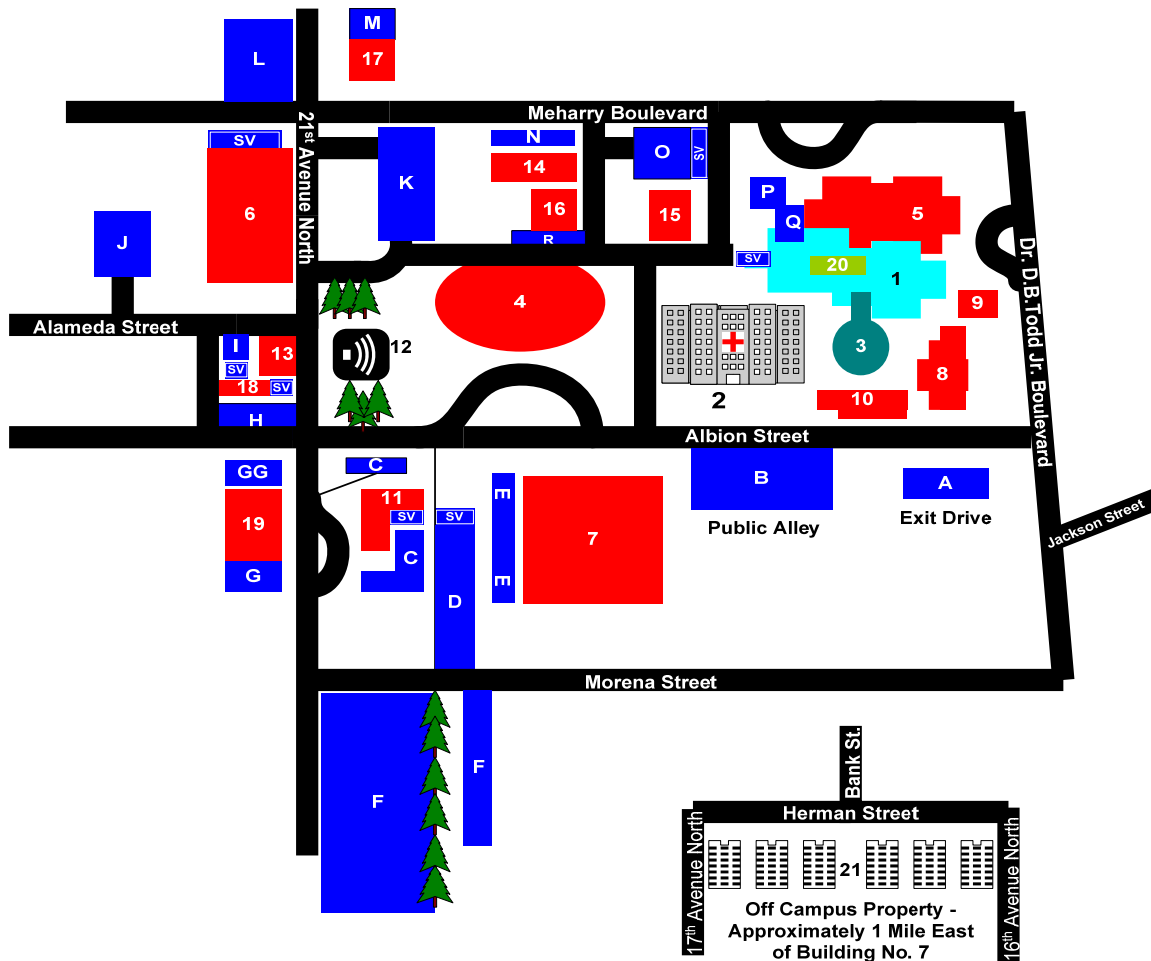
Emergency Preparedness Plan (EPP)

11-28-2007

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Meharry Medical College Campus Map



Legend: Numbered Shapes =Buildings

1. George Hubbard Hospital (Old Hospital)
2. Metropolitan Nashville General Hospital
3. The Meharry Clinic (Comprehensive Health)
4. Lloyd C. Elam Mental Health Center
5. Meharry School of Dentistry
Security Station: 327-6324
6. Harold D. West Basic Sciences Center
Security Station: 327-5913
7. Stanley S. Kresge Learning Resources Center
Security Station: 327-5911 lobby / 327-5811 basement
8. Hulda Lyttle Hall
9. Computer Center
10. Dorothy Brown Hall
11. Royal Towers
12. Amphitheater
13. Henry A. Moses Building
14. Biomedical Sciences Building
15. Power Plant
16. Daniel T. Rolfe Student Center
Security Station: 327-5843
17. Clay E. Simpson Jr. Skills Assessment Center
18. Triplex Building
Security Station Headquarters: 327-6254
19. Dialysis Center
20. Sisters Program Center
21. Herman Street Apartments

**All numbers provided yield area code (615).*

Legend: Lettered Shapes = Parking

- A. Student Resident Parking -Resident Parking decal required
- B. Albion Street Garage -Pay lot for Metropolitan Nashville General Hospital
- C. Resident Parking -Resident Parking decal required
- D. Reserved Parking -Lot D Parking decal required
- E. Reserved Parking -Lot E Parking decal required
- F. Parking for Students, Faculty, Staff and Visitors -Parking decal required for Students, Faculty and Staff
- G. Free Parking for patients of Dialysis Center Inc.
- GG. Parking for Dialysis Center Inc. employees only
- H. Student Parking -Student Parking decal required
- I. Staff Parking -Parking decal required
- J. Student, Faculty and Staff Parking -Parking decal required
- K. 21st Avenue Garage -Student, Faculty and Staff Parking -Decal required
- 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 Dental School 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 -30 minute max

I. INTRODUCTION

Meharry Medical College is committed to assuring the safety and well being of its employees, students, patients, visitors, and the local community 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 College-wide Environmental Health and Safety Committee (EHSC) was established to ensure the proper implementation of the EHS system. The committee is composed of representatives from every College Division. The Environmental Safety Officer (ESO) and Director of Public Safety and Security co-chair the committee and are responsible for the daily operations of the College's safety and health programs.

The responsibilities of the EHSC 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 EHS system is the EHS sub-committee for the College's Emergency Preparedness Plan (EPP).

Emergency / Disaster Management Plan Sub-Committee Charge

To develop an Emergency/ Disaster Management 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/ Disaster Management 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 and students 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 on 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, or the Vice President for Administration 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. It does not require evacuation of other than the room or the immediate area or pose 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 Senior Administrator on Duty will be notified. The Emergency Command Center is not activated.

Response: A Level I Emergency will be initially handled by laboratory or office personnel while Security is notified. Depending upon the situation, Campus Operations, Environmental Safety and, if there is an injury, Human Resources and the Occupational Health Program may be notified. Security officers may activate "911" emergency call system for an injury, fire, or other situations needing outside emergency assistance. The Senior Administrator on Duty 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, a rupture of high-pressure equipment, bomb threat, or terrorist activity. The Senior Administrator on Duty 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 his 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 Senior Administrator-on-Duty who will in turn notify Campus Operations, Environmental 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 Senior Administrator on Duty 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 his representative.

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 lockdown: 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.

Partial lockdowns are generally put into effect by the senior security officer on the scene, or the Emergency Director.

Full lockdowns are authorized by the President or his representative.

DAMAGE ASSESSMENT

Assessment Team

Immediately following a Level II or Level III emergency, an 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. 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. AHJ and 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 Emergency Response Team 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.

All emergency operations shall be coordinated by the Emergency Director or designees, using the campus Emergency Notification System (ENS) from the authorized Command Post (CP). The coordination of the Emergency Response Team (ERT) is the responsibility of the Assistant Emergency 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:** Associate Vice President for Administration
2. **ASSISTANT EMERGENCY DIRECTORS:** Director of Public 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 Public Safety and Security
5. **DAMAGE CONTROL:** 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 Biomedical Safety Officer

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

10. **LEGAL AFFAIRS:** Director of Litigation and Dispute Resolution

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:

- a. Responsible for the administration of the College Emergency Preparedness Plan.
- 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 Public Safety and Security in a constant state of readiness.
- b. Notifies College community of emergency.
- c. Evaluate and monitor Emergency Preparedness Plan procedures and response.

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 contact numbers 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 or the Associate Vice President for Administration and/or a designee. Once a state of emergency is declared, the Department of Public Safety and Security (DPSS) 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, DPSS, 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)

DPSS will be responsible for the immediate transmission of specific information regarding the emergency to all affected areas of the campus. Communication by telephone and the MMC Emergency Text Messaging System 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, DPSS 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 DPSS personnel.
- b. The Emergency Director will notify the President, Executive Vice President, Senior Staff, Assistant Emergency Directors, and the Emergency Response Team.
 - i. Human Resources will handle all internal communications regarding employees.
 - ii. Student Affairs will notify students on campus and contact affiliated clinical sites where residents, students, and faculty are assigned.
 - iii. Marketing and Communications will handle all external communications involving the media and other entities.
- c. DPSS 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 Public Safety and Security (DPSS) has 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 DPSS 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 “call trees” 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

Note: The listing of Building Contacts and Emergency Preparedness Coordinators and their contact numbers may be found in Appendix-C of this document. This document and all appendices will be available on the Meharry Medical College website.

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 Employee Assistance Program 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 CRISES/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.

Announcements concerning a disaster between 5 p.m. and 8 a.m. or on a holiday or weekend will be made through the news media as directed and coordinated by the Office of Marketing and Communications. 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. Any statements regarding the status of the College during a crisis will be made by the President/designee or Marketing and Communications.

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 all College faculty, staff, residents, post-docs and students of the College. 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: 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

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
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

Meharry Triplex Building (Campus Safety and Security)

Outside Gathering Point: In front of Amphitheatre
Inside Safety Location: Front Office
Inside Information Point: Front Office

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-L)
Inside Safety Location: Basement
Inside Information Point: Atrium (Main Floor)

Clay Simpson Building

Outside Gathering Point: Parking Lot-L
Inside Safety Location: Basement
Inside Information Point: Front Office

Old Hospital Building

Outside Gathering Point: Southside of the Bldg (Lot A); North side of the Bldg (Lot 0)

Inside Safety Location: MMG Lobby
Inside Information Point: MMG Front Office

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

Student Counseling Services Center

Outside Gathering Point: Parking Lot O
Inside Safety Location: Basement
Inside Information Point: Student 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: Parking Lot A
Inside Safety Location: Basement
Inside Information Point: Lobby

Henry Moses Bldg

Outside Gathering Point: Amphitheatre
Inside Safety Location: Lobby
Inside Information Point: Lobby

Dialysis Center

Outside Gathering Point: Parking Lot G and GG
Inside Safety Location: Basement
Inside Information Point: Lobby

Lyttle Hall (No Occupancy)

Outside Gathering Point: Parking Lot O
Inside Safety Location: Not Applicable
Inside Information Point: Not Applicable

Family Practice Clinic in Madison

Outside Gathering Point: Parking Lot
Inside Safety Location: Hallway
Inside Information Point: Reception Area

1919 Charlotte Avenue Clinic

Outside Gathering Point: Outside Parking Lot
Inside Safety Location: Stairwells
Inside Information Point: OB/GYN Reception Area

EMERGENCY COMMAND POST

When a major emergency occurs, or is imminent, it shall be the responsibility of the Department of Public 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 Public 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 which 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. Large items such as power generators and pumps for flooded areas will be furnished by Campus Operations when available.

EMERGENCY COUNSELING

The College’s Employee Assistance Program (EAP) 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 Campus Operations for review. 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 Sub-Committee for the Emergency Preparedness Plan
- c. Requirements:
 - o Changes in departmental operations that may affect the EPP
 - o 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 Public 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. Copies of these materials are on file in the Department of Public Safety and Security. 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 Public Safety and Security (DPSS) 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 DPSS;
- 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 Public Safety and Security (DPSS) 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. DPSS 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 DPSS.

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 DPSS 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 Public Safety and Security (DPSS) 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:

- a. Stay hydrated;
- b. Wear shoes with traction;
- c. Always expect ice on walkways and in parking lots when you find ice on your
- d. Windshield; and
- e. Dress in layers

6. Explosion or Aircraft Crash

In the event of an explosion or an aircraft crash on campus, the DPSS 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 DPSS.

7. Hostage Situation

In the event of a hostage situation, the DPSS 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 DPSS 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 Public Safety and Security must be notified immediately at Ext.6666. DPSS will notify the Emergency Response Team, Metro Police Department and other local agencies as deemed appropriate.

The Emergency Director, DPSS, 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 DPSS.

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 Public 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 DPSS officers and local police personnel; and
 - h. Complete Bomb Threat Data Report located in Department of Public 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 DPSS 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 DPSS Officers.

9. Water Loss or Contamination

In the event that the campus loses water or the water supply becomes contaminated, the Department of Public Safety and Security (DPSS) 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, DPSS 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. Medical needs of those affected must be assessed by Health Services or local agencies as deemed necessary.

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, DPSS should be contacted immediately in order to notify the ERT and the Nashville Fire Department for assistance. When calling DPSS 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. 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, news papers, etc.
3. 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.
4. 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 Public Safety and Security shall keep the President/designee, Executive Vice President, the Associate Vice President for Administration 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.
- b. Security will notify Nashville General Hospital Security and the Nashville Police Department.
- c. Security will move employees in areas of danger to safety. The place of safety will be determined at the time of incident.
- d. Security will put Campus Operations and Environmental Safety on alert for possible fires or other intentional disasters.
- e. 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 DPSS.

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 Department of Public Safety and Security.

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 of the Associate Vice President for Administration, Campus Operations, Office of General Counsel and Campus Safety and Security.

Any change in building contacts or emergency preparedness coordinators should be *immediately* reported to both the Director of Public 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

APPENDIX – B
EMEGENCY ON AND OFF CAMPUS RESOURCES

EMERGENCY UNITS	TELEPHONE NUMBERS	
DEPARTMENT(S)	CONTACT PERSON	OFFICE PHONE
Emergency Directors	Dr. Bernard Ray	327-6904
	AVP-Administration	
Assistant Emergency Directors	Richard Briggance	327-6254
	Director-Campus Safety and Security	
	George Kelly	327-6800
	Director-Campus Operations	
	Ivanetta Davis-Samuels	327-6419
	Director-Corporate Compliance	
	Cedric Harville	
	Environmental Safety Officer	
Risk Management	Jacqueline Brown	327-6444
Campus Security	Karz Miller	327-6201
	Captain-Campus Security	
Damage Control	Hank Skelton	327-6894
	Elizabeth Ingle	327-6176
	James E. Fullen	327-6023
Student Affairs	Valerie Montgomery-Rice (Dean, SOM)	327-6204
	Pamela Williams (SOM)	327-6413
	William Butler (Dean, SOD)	327-6207
	Maria Lima (Dean, SOGRS)	327-6533
Marketing and Communications	Janet Caldwell	327-6851
Human Resources	Janet Rachel	327-6336
Legal Affairs	Todd McKee	327-6921
Hazardous Materials	Dramane Konate	327-6642
MMC Campus Security	615-327-6666	
Metro Police Department	615-862-8670	

Davidson County Sheriffs Department	615-862-8170
Nashville Fire Department	615-327-1300
Tennessee Highway Patrol	615-741-3181
MNGH	615-341-4000
Baptist Hospital	615-284-5555
Vanderbilt Hospital	615-322-5000
Centennial Medical Center	615-342-1000
Salvation Army	615-259-2348
Tennessee National Guard	615-269-5735
American Red Cross (Nashville Chapter)	615-250-4300
Federal Emergency Management Agency (FEMA)	404-853-4200
Tennessee Emergency Management Agency (TEMA)	800-262-3300
Nashville Gas Emergency Number	615-734-1400
Nashville Metro Water Services Emergency Number	615-862-4800
WKRN (Channel 2)	615-259-2200
WSMV (Channel 4)	615-259-2438
WTVF (Channel 5)	615-244-5000
National Weather Service	615-754-4633
Nashville Electric Service Emergency (Power Lines Down)	615-234-0000
Bellsouth	615-557-6123
Student Counseling Resources	615-327-6915
Student Counseling Services	615-327-5757
EAP (Employee Assistance Program)	615-327-6336
MMG (Meharry Medical Group)	615-327-5572
Occupational Medicine	615-327-6155

Meharry Medical College Emergency Preparedness Plan Communication Tree

