

TUSCULUM
UNIVERSITY

**EMERGENCY
RESPONSE
GUIDELINES**

Emergency

(injury or crime in progress):

- 1. Dial '911' and report emergency**
- 2. Call Campus Safety at
(423) 636-7318**

Non-Emergency

(crime not in progress):

- 1. Call Campus Safety
(423) 636-7318**

Tornado Warning:

Take cover immediately on the bottom level of a building in an interior hallway with no windows, if possible. In apartments, take shelter in the interior hallway between the living room and the bedrooms. Close all bedroom doors.

Tornado Watch:

Keep aware of the current weather situation. During a tornado watch, there may be time to get to the main shelter area on campus, below Pioneer Arena in Niswonger Commons (in the hallway behind the weight room).

Severe Thunderstorm:

Stay indoors and away from windows. Lightning can strike you if you are outside or looking out the window. Stay off of all corded electronics. Unplug electronics to protect them from a lightning strike. If you are outside during a lightning storm, go inside as soon as possible. If you cannot, you should move to the lowest area possible and do not isolate yourself in the open.

WEAPONS ON CAMPUS

Possessing firearms on campus is a felony in Tennessee. If you become aware of an illegal weapon on campus, contact **Campus Safety (423) 636-7318**.

For all emergencies, such as someone brandishing or using a weapon, call **'911'** then call **Campus Safety**.

If the crime is still in progress, call **'911'**.

If the crime has been completed and is not still in progress, call **Campus Safety (423) 636-7318**.

Do not intervene, but be a good witness.

Take notice of the suspect's description:

- 1) Gender
- 2) Race
- 3) Height
- 4) Weight
- 5) Hair Color
- 6) Facial Hair
- 7) Clothing
- 8) 'Getaway' car

INTRUDER ON CAMPUS

Tusculum is an open campus. Members of the surrounding community frequent the campus; and therefore not everyone you do not know is an intruder. If you do not recognize someone in a dorm or if you see someone acting suspiciously, contact [Campus Safety \(423\) 636-7318](tel:4236367318).

SUSPICIOUS PACKAGE

A suspicious package is a package that: may not be addressed, may not have a return address, may have fluid leaking from it, is from someone you do not know and is unexpected, may be marked hazardous, may have an exposed wire, etc. If you receive a suspicious package, or you find one, do not touch it and, move to a safe location.

Contact Campus Safety (423) 636-7318.

MEDICAL EMERGENCY

Contact '911', if an emergency.

If possible, contact

Campus Safety (423) 636-7318.

Campus Safety will help direct the Ambulance to the location of the emergency. Emergency services may not know where on campus they are being dispatched. Campus Safety will relay information to emergency responders and, if necessary, be waiting for them to arrive and direct to location. Campus Safety may ask a student to assist them with this. If asked to do so, stay where instructed until relieved by the Campus Safety Officer or other staff member.

If you are told to evacuate or hear the fire alarm, make sure that people in the room are aware and then **calmly exit the building.**

Be sure to **evacuate a safe distance** from the building. A generally safe distance is one and a half times the height of the building.

Check in with a Resident Assistant, or Staff Member to let them know you are out of the building.

Do not leave check-in area unless an emergency.

MISSING PERSON

Contact Campus Safety (423) 636-7318.

A missing person is someone that has been missing and unaccounted for over twenty-four hours OR someone that disappeared under suspicious circumstances. However, concerns for the welfare of community members can be reported to Campus Safety at any time.

Domestic Violence is a crime.

**If an emergency
(active physical assault), call '911'
then contact Campus Safety (423) 636-7318.**

**If NOT an active physical assault,
contact Campus Safety.**

SUICIDE ATTEMPT

If you're not in danger, do not leave the person alone.

Contact Campus Safety (423) 636-7318.

**If person is unconscious or bleeding,
contact '911' then call Campus Safety.**

If the assault is ongoing or the offender is still present, call **'911'**.

If the assault is not ongoing and the offender is not present, call **Campus Safety (423) 636-7318**.

If you wish to report a sexual assault that occurred without involving Campus Safety or police, contact the Title IX Coordinators' (423) 787-8318, the Dean of Students 423-636-7493, or any of the assistant Title IX Coordinators:

For **students**, you may contact:

Title IX Coordinators', Student Affairs, or athletics: Assistant Athletic Director

For **employees**, you may contact: **Title IX Coordinators' or Human Resources: Chief Human Resources Officer**

HOSTAGE SITUATION

A hostage situation involves a person held against their will.

Call '911' and then contact **Campus Safety
(423) 636-7318.**

DO NOT intervene, but be a good witness.

If the person is armed with a weapon, get to a safe location and call.

ACTIVE SHOOTER

An active shooter is someone who is in actual possession of a weapon and is actively using or threatening to use the weapon to harm others. The person is usually **'on-the-move'**, but may be in one location.

AVOID/RUN: If an active shooter is in your building and you can safely evacuate the building, do so and move to a safe location.

Contact '911' as soon as it is possible to do so and then call **Campus Safety (423) 636-7318**.

DENY/HIDE: If you cannot safely evacuate the building without being seen by the offender, enter any room with a lock and **lock the door**. **Use furniture to barricade the door**. Turn out the lights, stay out of sight, and keep all noise to a minimum (silence cell phones!).

Call '911' if possible.

DEFEND/FIGHT: If you cannot get out and the assailant is about to find you, you have the right to defend yourself with anything available.

When encountering law enforcement officers as you exit, keep your hands in the open and empty. Follow instructions immediately. If still inside the building when you encounter police officers, get down on the floor and wait for instructions.

DO NOT reach for anything on your person.

BOMB THREAT

Evacuate the area upon notification to evacuate.

DO NOT use cell devices or any other radio transmission device within **300 yards** of the building where there is a bomb threat or suspicious device located.

Contact Campus Safety as soon as possible (send a runner if need be to the campus safety office), or move **300 yards** from the building and contact **Campus Safety (423) 636-7318**.

In your dorm or office:

If you can use an extinguisher to put out a small fire, do so. (PASS – PULL the pin, AIM the nozzle at the base of the fire not at the flames, SQUEEZE the handle slowly to spray, SWEEP back and forth at the base of the fire from approximately 6" to 1' from the fire. Don't get too close to flames.)

Always be aware of the amount of smoke (only a small amount may be enough to incapacitate you).

If the fire is too large to extinguish using an extinguisher, yell **"FIRE!"**, pull a fire alarm to sound the audible alarm as you make your way, carefully, out of the building. Smoke will rise so there is cleaner air at the floor level, you can crawl on the floor if needed to breath.

Evacuate to a safe distance from the building (one and a half times the height of the building) and check in with an R.A. or staff member.

HAZMAT SPILL

- 1) **Leave** the area immediately if spill is not readily controlled or if potentially dangerous.
- 2) **Notify** others in surrounding areas.
- 3) **Contact Campus Safety (423) 636-7318.**
- 4) **Isolate** spill by closing doors or barricading, if possible.
- 5) **Place** appropriate absorbent material around spill to prevent spread if possible.
- 6) **Do not attempt to dilute** or treat chemically unless advised to do so by emergency responders.
- 7) If someone is injured, **provide assistance** with evacuation if needed.
- 8) **DO NOT** leave without letting a staff member or faculty member know you are out of the building.

If able to evacuate:

- 1) Carefully evacuate the building and make your way to a minimum of 300 meters from the building, if possible. **DO NOT** use cell phones or any other radio transmission devices until you are 300 meters from the building.
- 2) **Call Campus Safety (423) 636-7318.**

If unable to evacuate, **DO NOT** use cell phones or any other radio transmission device. Be careful not to create any spark and **DO NOT** use electrical devices. Yell out that you need help and help will be to you as soon as possible.

TUSCULUM
UNIVERSITY

Campus Safety

423-636-7318

**EMERGENCY
RESPONSE
GUIDELINES**