



EMERGENCY OPERATIONS PLAN

ATTENTION:

**If you have not read this plan and need information
IN AN EMERGENCY
turn directly to Appendices P and V.**

by

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Environmental Health & Safety Services**

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MTSU Emergency Operations Plan Executive Summary

Middle Tennessee State University is exposed to a number of natural and technological hazards that have the potential for disrupting normal campus operations, damaging university facilities, and causing casualties. These hazards include: earthquake, tornado, flood, terrorism, civil disturbance, winter storm, hazardous materials accident, power failure, and nuclear attack. The general types of emergency situations are emergencies that disrupt normal campus operations or endanger the safety, health, and well being of the campus community within the confines of the MTSU campus or involved MTSU facility; emergencies that occur in the Murfreesboro-Rutherford County area that disrupt normal campus operations or endanger the safety, health, and well being of the campus community; and emergencies that occur anywhere in the United States that disrupt normal campus operations or endanger the safety, health, and well being of the campus community.

It is the responsibility of the University to initiate emergency management to protect the lives and property of the institution. The university should maintain the primary responsibility for emergency operations on campus and at university facilities and will request assistance from the City of Murfreesboro, Rutherford County, and/or the State of Tennessee when an emergency exceeds the university's capability to respond. The basis of the plan is the concept that emergency functions for the various agencies and University departments will generally parallel their daily functions. The same personnel and resources, insofar as possible, should be employed in both cases. Routine functions that are not contributing directly to emergency operations may be suspended for the duration of the emergency. Those personnel and resources can then be utilized for emergency operations.

The central point of coordination of all emergency operations should be the university Emergency Operations Center (EOC). The EOC provides for a coordinated response when an emergency involves multiple university departments, outside agencies, or political entities. The EOC will coordinate actions between university departments and outside agencies as necessary and direct response activities on campus. There should be two levels of control at all emergency incidents. The first level of control should be at the scene of the incident and the second level of control should be at the EOC, where overall coordination is maintained. On-scene management should fall under the university department or responding agency best qualified to direct the rescue, recovery, and control operations, such as the MTSU Department of Public Safety, MTSU Environmental Health and Safety Services, Murfreesboro Fire Department, etc. The senior representative of the university department or responding agency at the scene will become the incident commander (IC) and will be responsible for all on-scene operations. The university departments or responding agencies that may assume on-scene command in various emergencies are identified in the plan.

The President and Vice Presidents of Middle Tennessee State University constitute the MTSU Executive Group responsible for the development and implementation of emergency management policies and procedures at Middle Tennessee State University. MTSU departments with general responsibility for operation of the MTSU Emergency Operations Center are Public Safety; Environmental Health and Safety Services; Facilities Services; Campus Planning; and Public Relations. The university's ability to respond to an emergency must not be compromised by the absence of any member of the senior administration or key department heads. To ensure continuity of administration, each university division, college, and department should develop a list that names the decision-maker if the vice president or department head is not available.

The Middle Tennessee State University Emergency Operations Plan may be implemented by the President or the President's designee and should be automatically implemented if a state of emergency is declared for the City of Murfreesboro, Rutherford County, or the State of Tennessee. Authority for the plan is contained in the Rutherford County Emergency Operations Plan, Part Two, Section IV, Paragraph A (1987); the State University and College System of Tennessee Occupational Safety and Health Plan, Part I (1976); the Federal Civil Defense Act of 1950, as amended; the Tennessee Civil Defense Act of 1951; Public Law 93-288, the Disaster Relief Act of 1974; and the Tennessee Emergency Management Plan. The plan also meets the OSHA standards in 29CFR1910 that require emergency response plans.

CHAPTER 1 INTRODUCTION

Section I: Foreword

The World Trade Center bombing, the southern California wildfires, and the Los Angeles earthquake made numerous headlines in 1993 and 1994. However, they were no more life threatening than other events that have occurred in Tennessee. The largest earthquakes known to man, in the winter of 1811-1812, formed Reelfoot lake in northwest Tennessee. Earthquakes in the range of 6.0 magnitude have struck Tennessee about every 50 years or so. Rutherford County experiences an earthquake approximately every 50 years. Seismologists estimate that there is a 50% probability of an earthquake in Tennessee by the end of the century with a range of 6.0 to 6.3 magnitude. The probability of a 6.6 to 6.7 magnitude earthquake has been estimated at 25% along the New Madrid fault, within the next 50 years. An earthquake of this magnitude would be felt as 5.5 to 6.1 magnitude in Rutherford County. Tornadoes killed 56 people and cut a swath of destruction through twelve Tennessee counties in 1974. In 1978 a railroad tank car loaded with 20,000 gallons of propane exploded in Waverly, Tennessee, killing sixteen and injuring over 70 people. While these events are noteworthy, and made headlines around the nation when they occurred, thousands of emergencies occur statewide each year that involve about twenty different types of natural and technological disasters. (Tennessee Emergency Management Agency [TEMA], 1991).

The university may potentially face one or more hazards that are capable of producing mass casualties, significant property damage, or significantly interrupt normal campus operations. These hazards include fires, floods, civil disturbances, explosions, terrorist activities, earthquakes, tornadoes, hazardous materials releases, and attack. Some of these hazards, such as fires and hazardous materials releases, may occur as secondary events following an occurrence such as an earthquake.

A consistent factor in post-incident analyses is that community preparation and planning results in minimized casualties, reduced property damage, and faster economic recovery. The university administration can also be held liable for injuries and damages as a result of an emergency or disaster without an emergency operations plan. Further, there is the moral obligation to provide for public safety during emergencies. (TEMA, 1991).

An emergency operations plan ". . . is an attempt to anticipate the effects of a particular disaster and develop responses to alleviate the effects on the community." (Kramer and Bahme, 1992, p. 14). It generally does not cover those events that are handled by normal operations, such as a fire involving a single building handled by the resources available. As a rule, an emergency operations plan covers large scale events that require more resources than are available during day to day operations. Emergencies that do not require implementation of this plan, such as a bomb threat or a single building fire, are covered by the MTSU Safety Manual and MTSU Policies and Procedures. However, an emergency operations plan will not guarantee an effective response. The plan must be updated annually and regular training must be conducted to insure

familiarity with the plan by those who may have to implement and use it (Kramer and Bahme, 1992).

Kramer and Bahme (1992, pp. 15-16) list nine reasons for emergency operations planning in The Fire Officer's Guide to Disaster Control:

1. Fulfill the responsibility of command.
2. Support the plans of higher authority.
3. Point up the gaps which still need study; an idea that seems complete is often to lack important details when the first attempt is made to write it down.
4. Define the objectives of the plan.
5. Define the lines or scope of authority and fix responsibility.
6. Avoid the weakness inherent in a "one-man show". The man who has the plan in his head is extremely valuable as long as he is around. If he should keel over a heart attack when the signal for action is sounded, it may be rather difficult to locate a psychic medium who can obtain the plan from the dear departed chief.
7. Reveal the need for coordination of collaborative units.
8. Accurately determine available forces and equipment.
9. Bring together in one document all relevant data necessary for a comprehensive picture of a disaster control operation, from the smallest to the largest unit.

Preservation of life, incident stabilization, and property conservation can be more effectively accomplished by anticipating likely hazards and establishing standard operating procedures for the management of resources necessary for effective hazard mitigation. Middle Tennessee State University has an inherent responsibility to utilize its diverse resources to minimize loss of life and property both on campus and in the surrounding community during a civil disturbance, attack, or a natural, technological, or transportation incident. The university is compelled to prepare for the management and mitigation of incidents that pose a significant risk to life and property for a number of economic, legal, and moral reasons (TEMA, 1991).

A hazard and risk assessment has been conducted for all Middle Tennessee State University facilities on the main campus. Checklists and procedures have been developed, using the Rutherford County Emergency Management Plan as a model, to coordinate multi-agency responses and manage resources committed to an incident. Necessary awareness, training, and education has been defined. Procedures are established for the automatic activation of the plan under some circumstances to provide for immediate hazard mitigation, warning, response, and recovery. The plan provides for coordination with city, county, and state authorities utilizing the integrated emergency management and incident command systems. Emergency operations plans are required under the provisions of the Occupational Safety and Health Standards for General Industry, Title 29, Part 1910, Section 120, United States Code (1993) and the Environmental Protection Agency Regulations, Title 40, Parts 301-303, United States Code (1990).

The university is susceptible to events such as earthquake, winter storm, tornado, flood, nuclear attack, power failure, civil disorder, hazardous materials release, conflagration, and terrorist attack. There is also a possibility that the university may have to depend upon its own resources for up to 72 hours after an occurrence. This plan is intended to provide a common structure for

all emergency operations at Middle Tennessee State University. It can be expanded to encompass as many or as few university personnel, facilities, and other resources as needed. All departments with emergency operations responsibilities are required to review the general provisions of this plan on an annual basis as well as to use it internally for all emergencies, large or small, with a potential for producing mass casualties, significant property damage, or significant interruption of normal campus operations.

Section II: Hazard Identification

Hazards that can potentially occur on or directly affect Middle Tennessee State University include fires, floods, civil disturbances, explosions, terrorist activities, earthquakes, tornadoes, hazardous materials releases, winter storms, power failure, and attack. Some of these hazards, such as fires and hazardous materials releases, may occur as secondary events following an occurrence such as an earthquake and have the potential of causing more harm than the earthquake. These hazards were identified in a 1986 survey of Rutherford County conducted by the Federal Emergency Management Agency (Rutherford County Emergency Management Agency [RCEMA], 1987).

Section III: Definitions of Commonly Used Terms

Anti-Terrorism Security Survey (ATSS): A survey conducted to determine possible target sites of terrorism, and make recommendations to make the area more secure.

Branch: A Branch is an organizational level between Divisions or Groups and the IC, Operations, or Logistics. A Branch is responsible for implementing the portion of the incident action plan appropriate for the particular Branch. Branches are managed by a Branch Director. They are most commonly used in the Operations or Logistics Sections.

Civil Disorder: A civil disorder is defined as any incident intended to disrupt community affairs and threatening the public's safety. Civil disorders include terrorist attacks, riots, strikes resulting in violence, and demonstrations resulting in police intervention and arrests.

Civil Protection Guide (CPG): This is a series of Federal Emergency Management Agency [FEMA] publications dealing with emergency situations using four phases of management: mitigation, preparedness, response, and recovery.

Congregate Care Facilities: Public or private buildings in the reception area that may be used to lodge and care for evacuees. Generally, assigned space is 40 square feet per person. The facility may or may not meet criteria for designation as a "fallout shelter".

Direction and Control (D&C) Group: The control group in the university's Emergency Operations Center (EOC) during emergency operations consists of the President or designated representative, Vice Presidents or designated representatives, chiefs of the emergency operating services, and any supporting staff such as communications controller, public information officer, and legal advisor as deemed necessary.

Disaster: Any event, the effects of which cause loss of life, human suffering, property damage, both public and private, and severe economic and social disruption. Disasters can be natural or man-made events; major accidents; or enemy attacks. Disasters are differentiated from those day-to-day emergencies and accidents that are routinely responded to by local emergency organizations, and may be of such magnitude or unusual circumstances as to require response by all levels of government.

Division: Divisions are an organization level responsible for operations in a specified geographical area at an incident such as a specific floor or side of a building.

Emergency: According to the Disaster Relief Act of 1974 (Public Law 93-288), the term emergency means any hurricane, tornado, storm, flood, high water, wind-driven water, tsunami (tidal wave), earthquake, volcanic eruption, landslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement state and local efforts to save lives and protect property, public health and safety or to avert or lessen the threat of a major disaster.

Emergency Broadcast System (EBS): A network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of peril or disaster, or other national emergency. (RCEMA,1987)

Emergency Medical Service (EMS): This is the care provided by ambulance responders who are licensed Paramedics and Emergency Medical Technicians.

Emergency Operations Center (EOC): This a protected facility from which key officials can direct and control emergency response personnel.

Emergency Operations Plan (EOP) or Emergency Management Plan (EMP): A brief, clear and concise document which describes action to be taken and provides instructions to all individuals and local government services and states what will be done in an anticipated emergency. The plan will state the method or scheme for taking coordinated action to meet the needs of the situation. It will state the action to be taken by whom, what, when, and where based on predetermined assumptions, objectives, and capabilities. (RCEMA, 1987)

Emergency Public Information (EPI): Information which is disseminated before, during and/or after an emergency which instructs and transmits direct orders to the public via the news media. (RCEMA,1987).

Evacuation Control Procedures: The plans made by the various services to outline their duties and to ensure the orderly movement of people during the evacuation period.

Evacuees, Spontaneous: Persons who might leave an area in periods of intense crisis in response to a real or feared threat whether or not they are advised to do so.

Executive Group: The governing body of the local jurisdiction, the mayors of the towns, cities and communities in the jurisdiction. In the case of the university the Executive Group would consist of the president and vice-presidents or their designated representatives. [See *Direction and Control Group*]

Fallout Shelter: A habitable structure, facility, or space, public or private, used to protect its occupants from radioactive fallout. Space is allocated at 10 square feet per person.

FEMA: The Federal Emergency Management Agency is the designated agency of the United States government having primary responsibility and authority for planning of disaster and emergency preparedness and directing Federal response and recovery from disasters.

Forward Command Post (FCP): It is an assigned area which is set-up to supervise on-site response as well as coordinating communications and orders to and from the EOC.

Group: Groups are an organization level responsible for a specified functional assignment at an incident. Groups are equivalent to Divisions within the Incident Command System except that groups operate throughout the incident area and are not restricted to one geographical area.

Hazardous Materials Release: A hazardous materials release is any occurrence resulting in the uncontrolled release of materials that are capable of posing a risk to the health, safety, and property of the campus community. Hazardous materials include, but are not limited to: explosives, blasting agents, flammable and non-flammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, etiologic agents, radioactive materials, corrosives, and hazardous wastes. Any material determined to be hazardous by any regulatory agency with appropriate authority, such as the Department of Transportation, Environmental Protection Agency, Occupational Safety and Health Administration, Tennessee Occupational Safety and Health Administration, Tennessee Department of Environment and Conservation, shall be considered to be included in this definition.

High Hazard Area: Areas designated by the Federal government, or locally through a Hazards Identification Analysis, as relatively more likely to experience the direct effects of certain natural [occurrences] or nuclear attack.

Incident Command System (ICS): The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to the incident. (Kramer and Bahme, 1992).

In-Place Shelter Plan (IPSP): A document (normally published in map form) that enables a local government to give its people the answers to questions, "Where do I go for shelter?", and "What do I do when the warning sounds?" The IPSP designates specific shelters to be used by people working or living in specific areas of the community, thus allocating the people to the best

available fallout protection. It is part of the EOP and is sometimes referred to as the Community Shelter Plan. (RCEMA,1987).

Integrated Emergency Management System (IEMS): A concept that applies mitigation, preparedness, response, and recovery activities to all hazards coordinating Local, State, and Federal resources.

Major Disaster: According to the Disaster Relief Act of 1974, (P.L. 93-288) the term major disaster means any hurricane, tornado, storm, flood, high water, wind-driven water, tsunami (tidal wave), earthquake, volcanic eruption, landslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which in the determination of the President [of the United States], causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act, above and beyond emergency services by the federal government to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Maximum Threat: The greatest destruction that can be expected from a disaster.

NOAA: National Oceanic Atmospheric Administration, United States Weather Office.

Operations Planning: The process of determining the need for application of resources and determining the methods of obtaining and committing these resources to fill the operational needs.

Population Protection Planning (PPP): A planning effort designated to provide protection of the population through one or a combination of the following options: (1) in-place shelter at or near their places of residence or work; and (2) orderly relocation of people from areas of potentially high risk of natural or man-made disasters from the direct effects of nuclear weapons to areas of lower risk.

Primary Resources: Those which by their nature have a national or interstate use. These generally include interstate wholesale stocks or manufacturers' inventories.

Radiological Analyst: A person who has been trained to prepare monitored radiological data in analyzed form for use in the area served as well as by other levels of government to which reports of such data are sent. He will also evaluate the radiation decay patterns as a basis for estimates of future exposure rates and radiation exposures associated with emergency operations.

Radiological Monitor: A person who has been trained to detect, record, and report radiation exposures and exposure rates. He will provide limited field guidance on radiation hazards associated with operations to which he is assigned.

Radiological Officer (RO): A person who has been trained to assume the responsibility for policy recommendations for the radiological protection of a state, county, locality, facility, or a relatively large group of organized personnel.

Reception Area: A specified area relatively unlikely to experience the direct effects of a particular natural disaster or nuclear attack and is designated for the reception, care, and logistical support of the high hazard area evacuees.

Resources: Manpower, raw or basic materials, finished goods and products, services, and facilities. [See *Primary Resources* and *Secondary Resources*.]

Resource List: A list maintained by the local Emergency Management Agency which lists all resources (equipment, personnel, supplies) in the county which can be used by emergency services in response to local disaster/emergencies.

Secondary Resources: Those which generally include retail stocks and interstate wholesale stocks to meet essential needs within a single state (Post-Attack).

Single Resource: Engine companies, patrol units, rescue squads, etc. are deployed as a single resource reporting directly to the appropriate supervisory level such as a division or group.

Situation Report (SITREP): These reports are made for damage assessment in the disaster area.

Standard Operating Procedures (SOPs): A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without the loss of effectiveness.

Strike Team: A Strike Team is comprised of a set number of resources of the same kind and type. (NFA, 1989).

Task Force: A Task Force is any combination of single resources put together for a temporary assignment. (NFA, 1989).

TCA: Tennessee Code Annotated. State laws passed by the Tennessee legislature.

TEMA: The Tennessee Emergency Management Agency, Department of Military, is the designated agency of the state government having primary responsibility and authority for planning of disaster and emergency preparedness and directing state response and recovery from disasters; for coordination and liaison with related agencies of the federal government and coordination of all recovery operations subsequent to a disaster or emergency.

Weather Service Radio: The service provided by NOAA to alert persons of severe weather conditions and other emergencies, as well as day to day weather reporting. This service is provided on frequencies 162.550, 162.475, and 162.400 Mhz.

Winter Storm: Winter storms include ice storms, blizzards, and extreme cold. Winter storms can be especially hazardous due to the inconveniences caused and, many times, the power failures

that might occur. In Rutherford County, winter storms occur on a yearly basis and, depending on the severity, the entire population can be affected.

Section IV: Statutes

A. Federal:

1. Public Law 93-288, Disaster Relief Act of 1974, as amended.
2. Public Law 81-920, Federal Civil Defense Act of 1950, as amended.
3. Title 44 United States Code Part 2 Section 1, Emergency Management and Assistance, 1 October 1980.
4. Public Law 86-571, revised as United States Code part 24, Chapter 9, Sections 321-329.
5. Executive Order 11490.
6. Act of Congress - 5 January 1905, as amended (33 stat. 599).

B. State:

1. Tennessee Code Annotated (TCA) Section 58-2-101 through 58-2-518.
2. Tennessee Code Annotated (TCA) Section 11-1-101 through 11-1-120.
3. Tennessee Code Annotated (TCA) Section 68-46-201 through 68-46-207.
4. Tennessee Code Annotated (TCA) Section 50-3-101 through 50-3-918.
5. Tennessee Code Annotated (TCA) Section 69-12-102.
6. Governor's Executive Order No. 20.
7. Governor's Executive Order No. 38.
8. Governor's Executive Order No. 64.

C. Local: Rutherford County Resolution No. 22.

CHAPTER 2 BACKGROUND

Efforts in hazard management in Tennessee in the sixties and seventies focused initially on civil defense preparedness in the event of a nuclear attack. A number of disasters around the world caused the focus to shift from civil defense preparedness to "a hazard management program addressing over twenty different natural and technological hazards, including civil emergencies." (TEMA, 1991, p. 13). The explosion in the aftermath of a train accident in Waverly, Tennessee in 1978 was followed by a tragic hazardous materials release in Bhopal, India in 1984. Earthquakes then struck Mexico in 1985. These events, among others, precipitated changes in federal and state legislation that led to the establishment of the Emergency Services Coordinator (ESC) program in 1987. One principle of hazard management has not changed: the responsibility and authority for hazard management remains with the local government (TEMA, 1991).

Awareness, planning, education, and training will reduce the confusion that is inherent in an emergency. It should be recognized that Middle Tennessee State University is a community ranging in size from a few hundred to over 20,000 people depending upon time of day and activities in progress. Further, there are over 3.5 million interior square feet of facilities on campus that are vital to the continuation of the institutional mission. These facilities comprise every type of construction and occupancy, with every type of inherent hazard, that can be found in a small city. Figure 2-1 shows, in graphic form, those events occurring, either on campus or in one of the surrounding counties, that may have a direct or indirect effect on the university.

FEMA has developed the Integrated Emergency Management System (IEMS) as a means to facilitate development of emergency operations plans at all levels of government. It is primarily a method of assessing needs and planning programs. The IEMS identifies several common functions for planning considerations in all emergencies: evacuation, shelter, communications, direction and control, continuity of government, resource management, law and order, and food and medical supplies. Hazard identification and capability assessment are the first steps in the development of any emergency operations plan.

This emergency operations plan consists of three components: the basic plan, functional appendices, and a hazard specific appendix as shown in figure 2-2. The basic plan shall provide an overview of the emergency organization, general operational concepts, situations where the plan may be applied, and the legal authority for the plan. Missions of individual agencies and university departments shall be identified and authority for specialized decision-making shall be assigned to the appropriate agency or university department. Responsibility and authority to perform specific tasks shall be delegated to the appropriate agency or university department best able to cope with a given problem. For example: all fire and rescue problems and any related decisions shall be handled by the Murfreesboro Fire Department. An important aspect of the basic plan is that it shall have the force of state law or a directive from the President, as appropriate, at all university facilities and operations. Functional appendices develop specific information and procedures that generally apply to all emergencies and the hazard specific appendix addresses unique aspects of particular hazards (Kramer and Bahme, 1992).

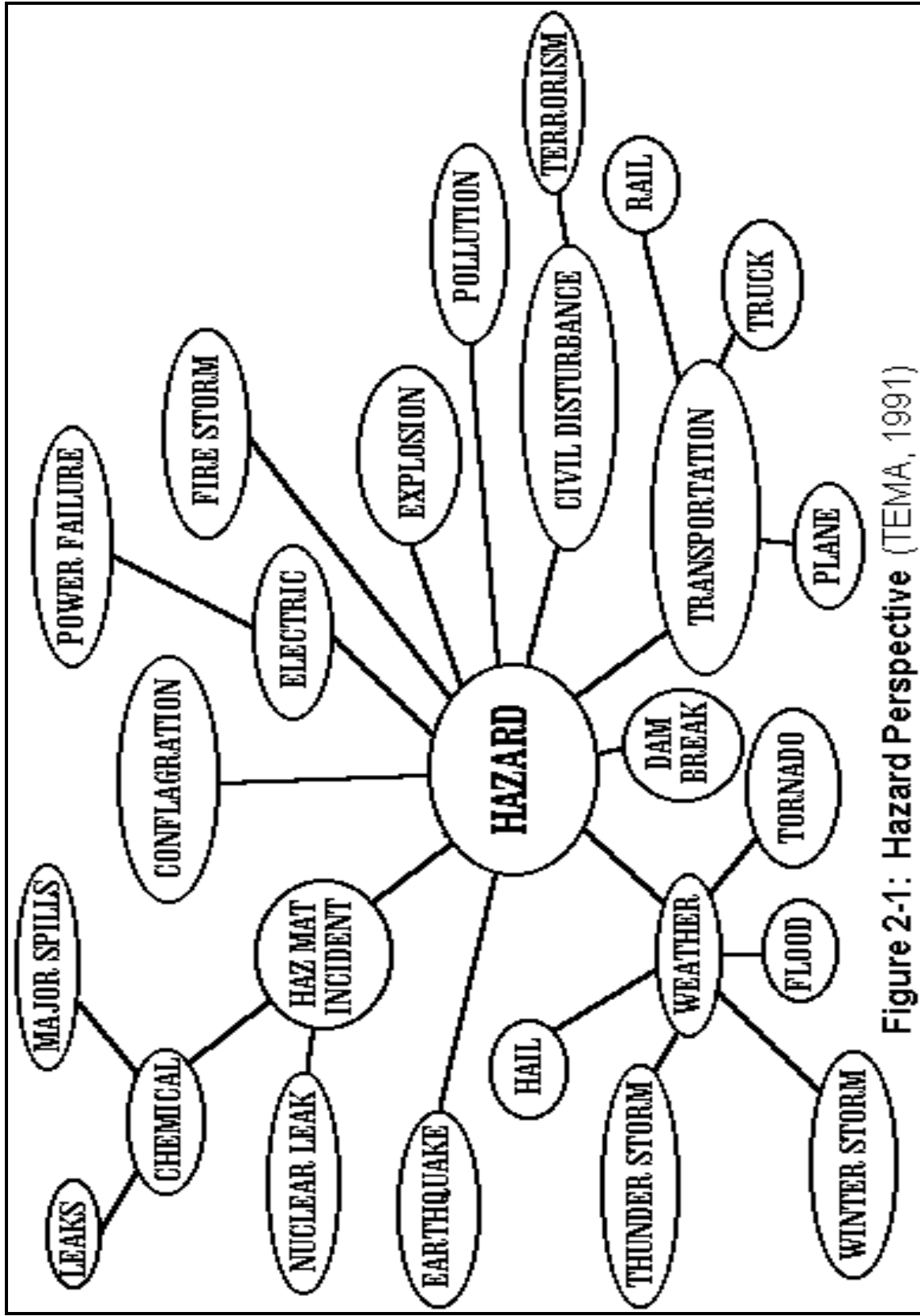


Figure 2-1: Hazard Perspective (TEMA, 1991)

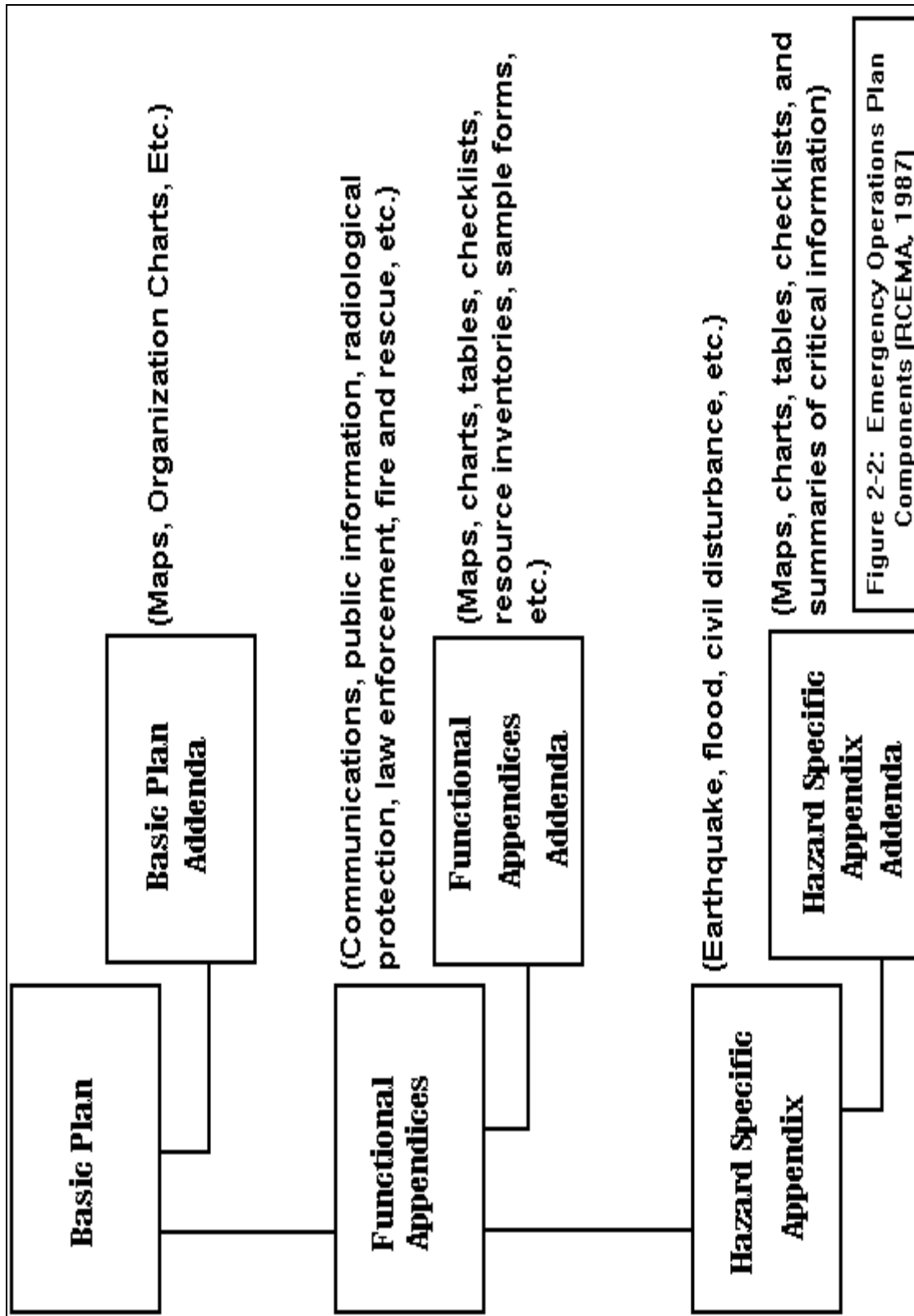


Figure 2-2: Emergency Operations Plan Components [RCEMA, 1987]

CHAPTER 3 BASIC PLAN

Section I: Purpose

The purpose of this plan is to identify the who, what, when, where, how, and why for insuring, insofar as is possible, life safety, incident stabilization, and property conservation at Middle Tennessee State University during emergency incidents.

Section II: Situation

Middle Tennessee State University is exposed to a number of natural and technological hazards that have the potential for disrupting normal campus operations, damaging university facilities, and causing casualties. These hazards include: earthquake, tornado, flood, terrorism, civil disturbance, winter storm, hazardous materials accident, power failure, and nuclear attack. There are three general types of emergency situations:

University Facility: Emergencies that disrupt normal campus operations or endanger the safety, health, and well being of the campus community within the confines of the MTSU campus or involved MTSU facility;

Community: Emergencies that occur in the Murfreesboro-Rutherford County area that disrupt normal campus operations or endanger the safety, health, and well being of the campus community. This includes any emergency originating at any MTSU facility that affects the safety, health, and well being of the surrounding community;

State or National: Emergencies that occur anywhere in the United States that disrupt normal campus operations or endanger the safety, health, and well being of the campus community.

Section III: Assumptions

1. The university has been and will continue to be exposed to these hazards for the foreseeable future.
2. The university administration recognizes its responsibilities concerning the safety, health, and well being of the campus community.
3. Designated university personnel will assume their responsibilities upon implementation of the emergency operations plan.
4. This emergency operations plan will reduce or prevent disaster-related losses if it is properly implemented and coordinated (RCEMA, 1987).

5. The university will inform appropriate city and county emergency management personnel of all emergencies occurring on the MTSU campus or in any MTSU facility so that appropriate action can be taken if the emergency escalates.
6. The university will coordinate all emergency operations, including those confined to the MTSU campus or involved MTSU facility, with appropriate city and county emergency management personnel.

Section IV: Concept of Operations

A. General

It is the responsibility of the university to initiate emergency management to protect the lives and property of the campus community and the institution. The university maintains the primary responsibility for emergency operations on campus and at university facilities. The university will request assistance from City of Murfreesboro and Rutherford County executives when an emergency exceeds the university's capability to respond.

The concept that emergency service functions for the various agencies and university departments will generally parallel their daily functions is the basis of this plan. The same personnel and resources, insofar as possible, should be employed in both cases. Routine functions that are not contributing directly to emergency operations may be suspended for the duration of the emergency. Those personnel and resources can then be utilized for emergency operations.

A complete listing of all available university resources is not included in this plan. The MTSU Resource List is a separate document that may also be used in conjunction with the County Resource List. (RCEMA, 1987).

B. Incident Priorities

The **first priority**, regardless of the size or nature of the incident, shall be **life safety**. The Incident Commander (IC) must place life safety issues for all emergency workers, occupants, and bystanders before all other considerations (NFA, 1989).

The second priority shall be incident stabilization. The IC is responsible for developing a strategy that will minimize the impact that any incident may have on the surrounding area. Ideally, the incident should be confined to the area of involvement upon arrival of emergency personnel (NFA, 1989).

The third priority shall be property conservation. "Property conservation means achieving our goals and objectives at an incident while minimizing the property damage." (NFA, 1989, p. 2-4).

Although the order of these priorities is critical, it is not static. Undertaking certain life safety activities may contribute to the goal of incident stabilization and/or property conservation.

However, any activity that will contribute to life safety must be implemented regardless of property conservation considerations . (NFA, 1989).

C. Phases of Management

The four phases of emergency management are mitigation, preparedness, response, and recovery. Mitigation and preparedness are actions that are taken prior to the occurrence of an emergency while response and recovery are those actions taken during and after an emergency occurs (TEMA, 1991).

Mitigation includes actions ". . . taken to eliminate or reduce the long term risk to life and property from hazards. . .". (TEMA, 1991, p. 27). It also includes those actions taken to prevent a disaster from occurring. Long term activities that reduce the effects of unavoidable hazards on campus may include building, fire, and life safety code enforcement, hazard analysis, and public education (TEMA, 1991).

Preparedness activities are those that develop response capabilities needed when emergencies occur. Activities conducted in the preparedness phase include planning and training. Some key components of preparedness are warning systems, communication systems, evacuation plans, resource listings, emergency personnel organizations, training, exercises, and mutual aid agreements (RCEMA, 1987).

According to the Rutherford County Emergency Management Agency, "Response is the process of providing emergency services during a crisis." (1987, p. 3). Management problems associated with response include: limited options, short time frame, unclear authority, non-traditional functions, uncertainty, communications breakdowns, and demands from the media and campus community. Critical elements in emergency management at MTSU are a direction and control structure and capability, an emergency operations plan, and personnel trained to assume emergency management functions. Activities associated with response include warning system activation, evacuation plan implementation, rescue, fire suppression, and other related operations (TEMA, 1991).

Recovery consists of both short and long term operations. Short term recovery operations are those activities necessary to restore vital services to the campus community and provide for individual needs. These operations may include clearance of debris, emergency protective measures for insuring life safety and property conservation, street repair, utility repair, and building and related equipment repair (TEMA, 1991). Long term recovery operations are those activities necessary to restore the university to normal operation. The recovery period may also provide the opportunity to institute some mitigation measures to prevent a recurrence of some of the hazards associated with the emergency (RCEMA, 1987).

D. Execution

There shall be two levels of control at all emergency incidents. The first level of control shall be at the scene of the incident. The second level of control shall be at the EOC where overall coordination shall be maintained.

The central point of coordination of all emergency operations will be the university Emergency Operations Center (EOC). The EOC shall provide for a coordinated response when an emergency involves multiple university departments, outside agencies, or political entities. The EOC will coordinate actions between university departments and outside agencies as necessary and direct response activities on campus.

On-scene management shall fall under the university department or responding agency best qualified to direct the rescue, recovery, and control operations, such as the MTSU Department of Public Safety, MTSU Environmental Health and Safety Services, Murfreesboro Fire Department, etc. The senior representative of the university department or responding agency at the scene will become the incident commander (IC) and will be responsible for all on-scene operations. The university departments or responding agencies that may assume on-scene command in various emergencies are identified in the functional appendices to this plan. (See Appendices A and P).

It is essential that the incident organization remain flexible enough to satisfy all functional requirements. The Incident Command System (ICS) shall be implemented at all incidents requiring activation of this plan, regardless of magnitude. ICS functions shall be staffed as needed in accordance with Sections V and VI of this chapter. Figure 3-1 shows a model ICS organizational structure and Table A-1 lists most agencies that may be involved in an emergency situation, however, in most cases only a limited number of these would actually be called on for assistance.

All personnel that may be involved in an emergency response must know when and under what circumstances this emergency operations plan will be activated. Section VI of this chapter has further guidance on the implementation of this plan (RCEMA, 1987).

Section V: Organization and Assignment of Responsibilities

A. General

In addition to their normal functions, several university departments have emergency service functions. Each university department that has emergency duties is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined in this chapter in Section V Part C *Responsibilities* and in the functional appendices and hazard specific checklists. Also included are emergency responsibilities on campus for organizations and agencies that are not part of the university.

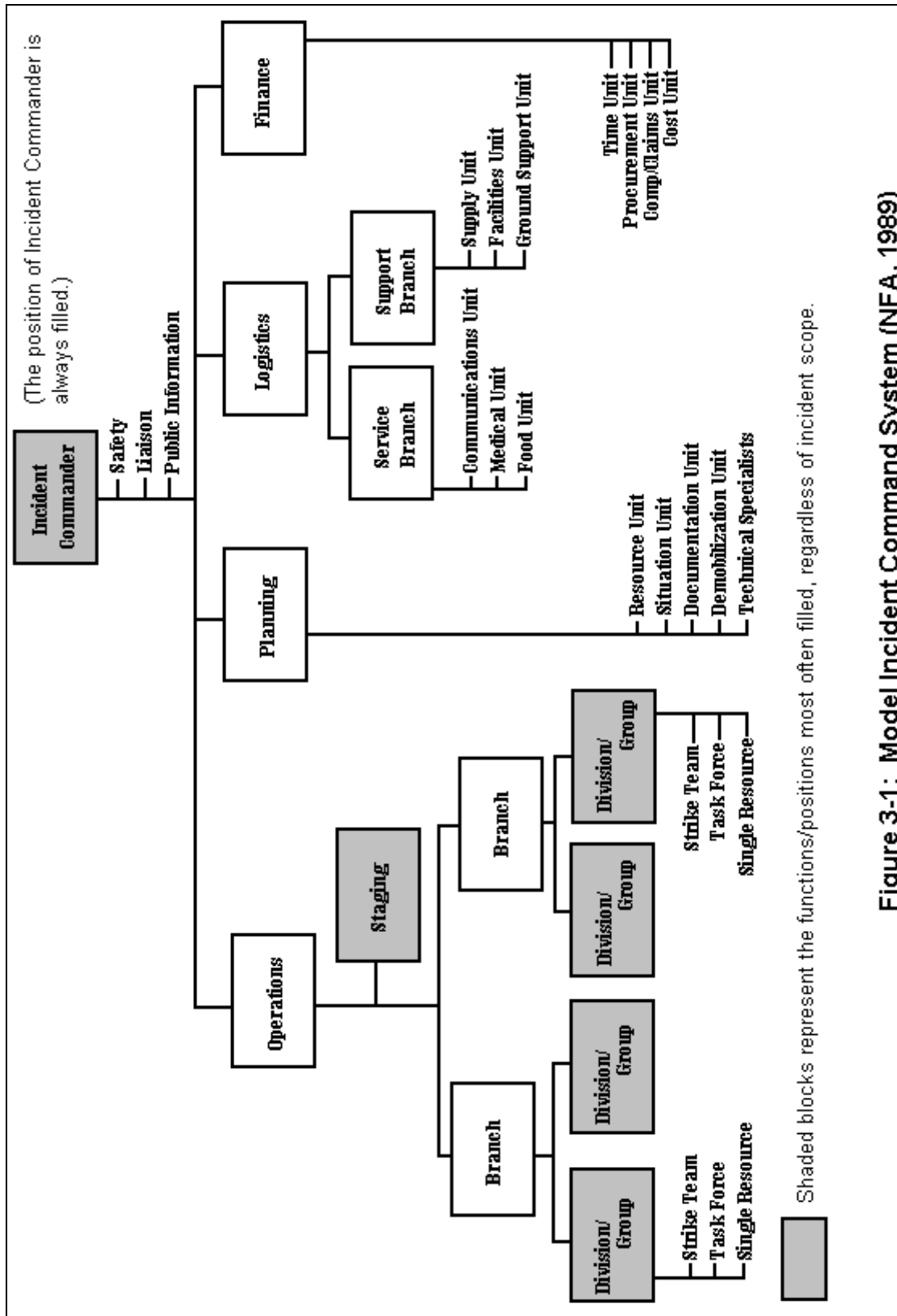


Figure 3-1: Model Incident Command System (NFA, 1989)

B. Organization

The Tennessee Board of Regents (TBR) appoints a President for each college or university who serves as the executive head of the institution and of all its sections, both academic and administrative. The President exercises such supervision and direction as will promote efficient operation of the institution. He is responsible to the Board, through the Chancellor, for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor. (Tennessee Board of Regents, 1976).

The President and Vice Presidents of Middle Tennessee State University constitute the MTSU Executive Group responsible for the development and implementation of emergency management policies and procedures at Middle Tennessee State University. The MTSU Safety Officer is designated as the MTSU Emergency Services Coordinator and is the individual selected to represent the MTSU Executive Group during emergency operations on campus. Further, the President designates the MTSU Safety Officer as being responsible for daily operations including the implementation of policies and procedures concerning emergency operations. Table A-1 reflects the various activities and agencies that support emergency operations (RCEMA, 1987).

C. General Responsibilities

1. MTSU Emergency Operations Center (Appendix A):
 - a. MTSU Department of Public Safety;
 - b. MTSU Environmental Health and Safety Services;
 - c. MTSU Facilities Services;
 - d. MTSU Office of Campus Planning;
 - e. MTSU Office of Public Relations.
2. Warning (Appendix B):
 - a. External: Rutherford County Emergency Management Agency.
 - b. Internal: MTSU Department of Public Safety.
3. Communications (Appendix C):
 - a. Radio: MTSU Department of Public Safety.
 - b. Telephone: MTSU Telecommunications.
4. Public Information (Appendix D): MTSU Public Relations.
5. Radiological Protection (Appendix E):
 - a. MTSU Environmental Health and Safety Services;

b. Rutherford County Emergency Management Agency.

6. Damage Assessment (Appendix F):

- a. MTSU Office of Campus Planning;
- b. MTSU Facilities Services;
- c. MTSU Environmental Health and Safety Services;
- d. MTSU Department of Public Safety;
- e. State and federal agencies;
- f. Volunteer agencies;
- g. Others.

7. Law Enforcement (Appendix G):

- a. MTSU Department of Public Safety;
- b. Murfreesboro Police Department;
- c. Rutherford County Sheriff's Department;
- d. Smyrna Police Department;
- e. Lavergne Police Department;
- f. Tennessee Highway Patrol;
- g. Tennessee Bureau of Investigation.

8. Fire and Rescue (Appendix H):

- a. MTSU Environmental Health and Safety Services;
- b. Murfreesboro Fire Department;
- c. Rutherford County Emergency Medical Services;
- d. Rutherford County Rescue Squad;
- e. Volunteer Fire Departments;
- f. Others.

9. Health and Medical (Appendix I):

- a. MTSU Health Services;
- b. Rutherford County Health Department;
- c. Middle Tennessee Medical Center;
- d. Rutherford County Emergency Medical Services;
- e. Volunteer agencies;
- f. Others.

10. Shelter and Mass Care (Appendix J):

- a. American Red Cross;
- b. MTSU University Housing;
- c. MTSU Food Services;

- d. Rutherford County Emergency Management Agency;
- e. Rutherford County Human Services;
- f. Others.

11. Evacuation (Appendix K):

- a. Rutherford County Emergency Management Agency;
- b. MTSU Department of Public Safety;
- c. MTSU Environmental Health and Safety Services.

12. Facilities Services (Appendix L):

- a. MTSU Facilities Services;
- b. Murfreesboro Public Works and Utility Departments;
- c. Others.

13. Transportation (Appendix M):

- a. MTSU Department of Motor Pool and Transportation;
- b. MTSU Facilities Services.

14. Resource Management (Appendix N):

- a. Rutherford County Emergency Management Agency;
- b. MTSU Environmental Health and Safety Services;
- c. MTSU Department of Public Safety.

15. Training and Education (Appendix O):

- a. Rutherford County Emergency Management Agency;
- b. MTSU Environmental Health and Safety Services;
- c. MTSU Department of Public Safety.

16. Hazard Specific Checklists (Appendix P):

- a. Rutherford County Emergency Management Agency;
- b. MTSU Environmental Health and Safety Services;
- c. MTSU Department of Public Safety.

17. MTSU Facility/Site Data (Appendix Q):

- a. MTSU Environmental Health and Safety Services;
- b. MTSU Office of Campus Planning.

D. Functional Responsibilities

1. MTSU Emergency Operations Center (EOC):
 - a. EOC operations.
 - b. Coordinate all phases of emergency management.
 - c. Integrated Emergency Management System (IEMS) planning.
 - d. Coordinate fire suppression operations.
 - e. Coordinate search and rescue operations.
 - f. Coordinate radiological monitoring.
 - g. Coordinate aerial rescue support.
 - h. Coordinate medical response support.
 - i. Coordinate shelter and evacuation operations.
 - j. Coordinate food services operations.

2. Law Enforcement:
 - a. Maintain law and order.
 - b. Traffic control.
 - c. Restricted area control.
 - d. Vital installation security.
 - e. Warning support.
 - f. Communications support.
 - g. Radiological monitoring support.
 - h. Damage assessment.
 - i. Liaison and coordination with other law enforcement groups.
 - j. Medical response support.
 - k. Conduct specialized training.

3. Fire Suppression, Search, and Rescue:
 - a. Fire suppression.
 - b. Fire prevention inspections.
 - c. Warning support.
 - d. Search and rescue operations.
 - e. Traffic control assistance.
 - f. Radiological decontamination.
 - g. Radiological monitoring support.
 - h. Damage assessment.
 - i. Hazardous materials operations.
 - j. Emergency medical services.
 - k. Communications support.
 - l. Biological decontamination.
 - m. Chemical decontamination.

4. Health and medical:

- a. General health care.
- b. Sanitation.
- c. Epidemic control.
- d. Food and drink inspection.
- e. Public health education.
- f. First aid stations.
- g. Inventory medical and health resources.
- h. Coordinate the allocation of medical resources.
- i. Coordinate the collection, identification, and disposition of deceased.

5. Emergency Shelter and Mass Care:

- a. EOC support.
- b. Coordinate feeding.
- c. Coordinate clothing.
- d. Coordinate lodging.
- e. Coordinate registration.
- f. Coordinate locator assistance.
- g. Coordinate care for unaccompanied children.
- h. Coordinate care for the aged.
- i. Coordinate care for the disabled.
- j. Coordinate financial assistance.
- k. Coordinate counseling and referral services.

6. Facilities Services:

- a. EOC support.
- b. Shelter upgrading.
- c. Maintain storm drainage and sewer system.
- d. Conduct street repairs.
- e. Maintain debris and garbage disposal operations.
- f. Conduct flood control measures.
- g. Provide equipment.
- h. Provide potable water.
- i. Provide engineering services.
- j. Radiological decontamination.
- k. Provide emergency power.
- l. Fuel storage.
- m. Damage assessment.

7. Transportation:

- a. Plan for maintenance, supply, and repair of transportation assets.

- b. Provide emergency transportation on request. (RCEMA, 1987).

E. Incident Command System Functional Responsibilities

1. Incident Commander:

- a. Assesses the incident priorities.
- b. Determines the incident's strategic goals and tactical objectives.
- c. Develops or approves and implements the incident action plan.
- d. Develops an incident command structure appropriate for the incident.
- e. Assesses resource needs and orders, deploys, and releases needed resources.
- f. Coordinates overall emergency activities.
- g. Serves as the ultimate incident safety officer; responsible for preventing emergency responder injuries and/or death.
- h. Coordinates activities of outside agencies.
- i. Authorizes information release to the media. (NFA, 1989).

2. Staging Area Manager:

- a. Establish a check-in procedure for incoming resources.
- b. Respond to requests for resources.
- c. Keep the Incident Commander (IC) or Operations Section informed of the status of resources in the staging area. (NFA, 1989).

3. Branch Director:

- a. Implements the portion of the incident action plan appropriate to the branch function.
- b. Coordinates all unit activities within the branch.
- c. Evaluates the branch goals and objectives.
- d. Requests additional resources as needed.
- e. Informs the next higher level, either the IC or section chief, informed of branch's status.
- f. Assigns tasks to assigned groups or divisions.
- g. Resolves logistics problems for deployed units assigned to the branch. (NFA, 1989).

4. Safety Officer (*This refers to the incident safety officer and not the university safety officer*):

- a. Monitor and assess hazards and unsafe conditions.
- b. Relieve the IC from direct involvement, but not responsibility, in safety issues.
- c. Inform the IC of safety and health problems and potential hazards.
- d. Propose solutions to safety problems to minimize risks to life safety.
- e. Immediately correct unsafe acts and remove personnel from imminent danger situations and inform the IC of actions taken.

5. Liaison Officer:

- a. Act as the point of contact for assisting or coordinating agencies and organizations.
- b. Coordinate the management of assisting or coordinating agencies and organizations to avoid duplication of effort.
- c. Act as a diplomat in cases of any agency's lack of familiarity with ICS or university operations.
- d. Establish a specific location for agencies to report in, work, and communicate with each other (NFA, 1989).

6. Public Information Officer:

- a. Provide accurate and consistent information to the media and other appropriate agencies.
- b. Establish a press area, if necessary.
- c. Arrange media tours of the incident site when it is safe to do so.
- d. Act as the central clearing point for the release of information.
- e. Clear all significant information releases with the IC.
- f. Arrange press interviews with the IC (NFA, 1989).

7. Operations Section Chief:

- a. Direct and coordinate all tactical activities.
- b. Assist the IC in development of strategic goals and tactical objectives.
- c. Develop operational plans consistent with the incident priorities.
- d. Consults with the IC regarding the overall incident action plan.
- e. Informs the IC of the situation and resource status within operations.
- f. Supervises the staging area managers (NFA, 1989).

8. Planning Section Chief:

- a. Information management concerning the incident status and resources including collection of incident information regarding the incident and resources, evaluation of information received from all sources, dissemination of incident information to the IC, operations, and other emergency response personnel as needed.
- b. Assists the IC in projecting incident needs and developing an effective incident action plan.
- c. Assists the IC in modifying the incident action plan to meet changing needs.
- d. Assists the IC in anticipating changing resource needs.
- e. Assists the IC in preparing alternate strategies and tactics based on incident potential (NFA, 1989).

9. Situation Status Unit (SITSTAT): "The Situation Status Unit is responsible for analysis of the situation as it progresses, through the recording and evaluation of information about the current status of the incident." (NFA, 1989, p. 4-7).

10. Resource Status Unit (RESTAT):

- a. "The Resource Status Unit is responsible for recording the status of resources committed to the incident." (NFA, 1989, p. 4-7).
- b. Evaluate resources committed to the incident.
- c. Evaluate the impact that additional resources may have on the incident.
- d. Anticipate additional resource needs (NFA, 1989).

11. Documentation Unit: "The main responsibilities of the Documentation Unit are to record and protect all documents relevant to the incident. Examples of incident documentation include: incident reports, communication logs, injury claims, and situation status reports." (NFA, 1989, p. 4-8).

12. Demobilization Unit: "The Demobilization Unit is responsible for the development of a plan for the demobilization of the resources committed to an incident and assisting in the implementation of that plan." (NFA, 1989, p. 4-8).

13. Logistics Section Chief:

- a. Responsible for managing service and support resources required for the incident.
- b. Responsible for all logistics functions required for an incident.
- c. Establishes functional units and branches when needed to maintain an acceptable workload and span of control (NFA, 1989).

14. Service Branch Director: "The Service Branch is responsible for service activities at an incident. These activities include communications, emergency medical services for incident personnel, and provisions for feeding operating forces." (NFA, 1989, p. 4-8).

15. Communications Unit: "The Communications Unit develops the incident communications plan, distributes communications equipment, supervises the communications network, and maintains/repairs communications equipment." (NFA, 1989, p. 4-9).

16. Medical Unit: "The Medical Unit is responsible for providing emergency medical treatment of emergency personnel. This unit does not provide treatment for civilians. If there is a requirement for provision of emergency medical services for injured civilians, this would be an Operations function." (NFA, 1989, p. 4-9).

17. Food Unit: The Food Unit is responsible for providing meals for emergency response personnel. (NFA, 1989).

18. Support Branch Director: "The Support Branch is responsible for providing the personnel, equipment, and supplies to support incident operations. These activities include Supply,

provision of fixed incident facilities, and Ground Support (such as fueling and maintenance of equipment)." (NFA, 1989, p. 4-9).

19. Supply Unit:

- a. Responsible for ordering equipment and supplies necessary to sustain incident operations.
- b. Responsible for maintenance of inventory and control of equipment and supplies. (NFA, 1989).

20. Facilities Unit:

The Facilities Unit provides fixed facilities for an incident. Fixed facilities are most often required for incidents of long duration, and may include:

Incident Base. The Base serves several functions. It is the location where primary support activities are performed and serves as a reporting and marshaling area for resources not considered available for immediate assignment. Base is not commonly used at structure fire incidents. However, it may be used during wildland or high-rise incident.

Other fixed facilities include: Feeding and sleeping areas, sanitary facilities, and a formal CP [or EOC]. (NFA, 1989, p. 4-9).

21. Ground Support Unit: "The Ground Support Unit is responsible for the fueling and maintenance or repair of vehicles, transportation of personnel and supplies, and preparation of an incident traffic plan, if necessary to facilitate the flow of apparatus and equipment within the incident area." (NFA, 1989, p. 4-9).

22. Finance Section Chief:

- a. Document all incident costs.
- b. Inform the IC of financial issues that may impact incident operations.
- c. Responsible for future payments.
- d. Responsible for future budgeting.
- e. Responsible for payment of personnel costs.
- f. Responsible for cost recovery. (NFA, 1989)

23. Time Unit: The Time Unit is responsible for time keeping required for personnel working an incident. (NFA, 1989).

24. Procurement Unit: The Procurement Unit is responsible for the procurement of goods and services from vendors that are necessary for emergency operations. (NFA, 1989).

25. Compensation/Claims Unit: The Compensation/Claims Unit is responsible for the record keeping and financial concerns as a result of fatalities or injuries at an incident. (NFA, 1989).

26. Cost Unit: The primary responsibilities of the Cost Unit are the tracking of incident costs, cost data analysis, making cost estimates, and cost savings recommendations. (NFA, 1989).

Section VI: Direction and Control

The President and Vice Presidents of Middle Tennessee State University will exercise direction and control activities during emergencies on campus through the MTSU Emergency Services Coordinator. The EOC is the central point for emergency management operations.

Officials having primary responsibility for the direction and control of emergency services at MTSU are:

1. Direction and Control: Executive Group;
2. Overall Direction and Control Coordinator: MTSU Emergency Services Coordinator;
3. Law Enforcement Coordinator: Director, MTSU Department of Public Safety;
4. Fire and Rescue Coordinator: MTSU Safety Officer;
5. Health and Medical Coordinator: Director, MTSU Health Services;
6. Emergency Shelter and Mass Care Coordinator: American Red Cross;
7. Engineering Services Coordinator: Director, Facilities Services;
8. Transportation Coordinator: Superintendent, MTSU Motor Pool and Transportation;
9. Public Information Coordinator: Director, MTSU Public Relations.

All emergency services will coordinate their activities in the EOC under the supervision of the MTSU Emergency Services Coordinator. Appendix A of this plan details EOC staffing and procedures.

University department heads and officials will remain responsible for all persons and property under their supervision or control in any declared emergency until control is assumed by the appropriate emergency management official. All university personnel with supervisory authority shall be responsible for insuring that all personnel under their supervision follow the instructions of emergency management personnel.

The definitions of alert periods, found below, provide a uniform system for all agencies in the county. This enables them to give feedback to the county Emergency Services Coordinator (ESC) and lateral notification to other governmental agencies and departments, such as MTSU, as to the magnitude of any emergency they may be involved in. In addition, it provides a uniform system for transitioning from a normal daily operating posture to full alert and readiness to respond to any emergency situation. (RCEMA, 1987).

MTSU will be alerted for an attack situation by the Rutherford County Emergency Management Agency in accordance with procedures established in the Tennessee Emergency Management Plan. Attack operations consist of four phases similar to the defense conditions (DEFCON) used by the Department of Defense: preparedness; relocation; attack/emergency; and recovery/post-attack. The preparedness phase corresponds to DEFCON 5, 4, or 3; relocation corresponds to

DEFCON 2; and attack/emergency corresponds to DEFCON 1. The most common warnings for natural disasters are those issued for severe weather, floods, winter storms, and tornadoes.

During the preparedness or increased readiness phase all plans for reception and care are reviewed. The MTSU Office of Public Relations will review emergency public information and prepare it for release. All agencies and personnel with emergency responsibilities in the reception area will be alerted. All support activities, including volunteers, will be mobilized.

During the attack/response/relocation phase the Governor may order the relocation of hazard area populations to reception areas. Rutherford County has been designated as a host county for persons relocated from Davidson County and several MTSU facilities are designated as shelter or mass care facilities. The chief executives of the local governments are responsible for the implementation of this plan. Relocation operations will be directed from the Rutherford County EOC. During the attack/response/shelter phase all warning systems will be activated and the campus population will be warned to take shelter in place if there is not enough time to relocate.

The recovery phase will begin when the crisis is resolved. The orderly return of relocated persons will be strictly controlled by government officials. General planning guidelines hold the chief executives of the host counties responsible for assisting the relocatees in their return movement. MTSU may be sheltering relocatees for some time after the crisis resolution which will impose some delays in resumption of normal campus operations, even though the university is not directly affected. All EOC operations are to continue as needed under the post-crisis conditions.

The MTSU Emergency Services Coordinator will make all routine decisions and advise the Executive Group on courses of action available for major decisions. The MTSU Emergency Services Coordinator is responsible for the proper functioning of the MTSU EOC and will act as a liaison with other local, state, and federal emergency management agencies.

Specific personnel, departments, and agencies are responsible for carrying out their assigned duties and responsibilities as defined in the basic plan and individual appendices. University department heads will retain control over their personnel and equipment. Each university department is responsible for having its own standard operating procedures or plans to be followed during emergency response operations. Some university departments will need to relocate their center of control to the MTSU EOC during emergency operations. The MTSU EOC may also become the center of the university administration for the duration of the emergency.

Section VII: Continuity of Administration

A. Succession of Authority

The university's ability to respond to an emergency must not be compromised by the absence of any member of the senior administration or key department heads. Therefore, to ensure continuity of administration, each university division, college, and department will develop a

Continuity of Administration Succession List. This list will name who will be the decision-maker if the vice president or department head is not available. There should be at least two people listed and prioritized for each position. Organizational charts in the functional appendices to this plan identify a line of succession where possible.

The line of succession for the President is the Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Student Affairs, and the Vice President for Development and University Relations. The MTSU Emergency Services Coordinator will be succeeded the Facilities Services Director and the Director of Public Safety. Lines of succession to each department head shall be established according to that department's standard operating procedures (RCEMA, 1987).

B. Preservation of Records

Vital records must be protected in order to resume normal university operations following a disaster. "The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly." (RCEMA, 1987, p. 16).

Section VIII: Administration and Logistics

A. Emergency Authority

Authority for this plan is contained in the Rutherford County Emergency Management Plan, Part Two, Section IV, Paragraph A (1987); the State University and College System of Tennessee Occupational Safety and Health Plan, Part I (1976); the Federal Civil Defense Act of 1950, as amended; the Tennessee Civil Defense Act of 1951; Public Law 93-288, the Disaster Relief Act of 1974; and the Tennessee Emergency Management Plan. (RCEMA, 1987).

B. Agreements and Understandings

The university will request assistance from the city and/or county Emergency Services Coordinator should its own resources prove to be inadequate during an emergency operation. All requests shall be submitted by the on-scene incident commander (IC) through the MTSU EOC to the MTSU Emergency Services Coordinator. The MTSU Emergency Services Coordinator will request resources from the appropriate agency in accordance with existing or emergency-negotiated mutual-aid agreements and understandings. Requested resources may be in the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings shall be entered into in accordance with university policy by duly authorized officials and shall be formalized in writing when possible (RCEMA, 1987).

C. Plan Development and Maintenance

Appropriate university personnel will be briefed annually on this plan and their role in emergency operations by the MTSU Emergency Services Coordinator. The MTSU Emergency Services Coordinator shall be responsible for ensuring that all university personnel and outside agencies

involved in this plan conduct an annual review of the plan. All university departments shall be responsible for developing and maintaining their respective emergency operations plans and procedures within the framework of this plan. The MTSU Emergency Services Coordinator will finalize and distribute changes to all holders of this plan and furnish a copy to the Rutherford County Emergency Management Agency.

This plan shall be exercised annually by simulating an emergency on campus, regardless of actual events, to provide practical operational experience in a controlled environment to everyone with EOC responsibilities (RCEMA, 1987).

D. Alternate Sites for Departments with Emergency Service Functions

The MTSU Emergency Services Coordinator shall maintain a list of alternate work sites for all university departments and other agencies that have emergency functions on campus (RCEMA, 1987).

E. Protecting Resources

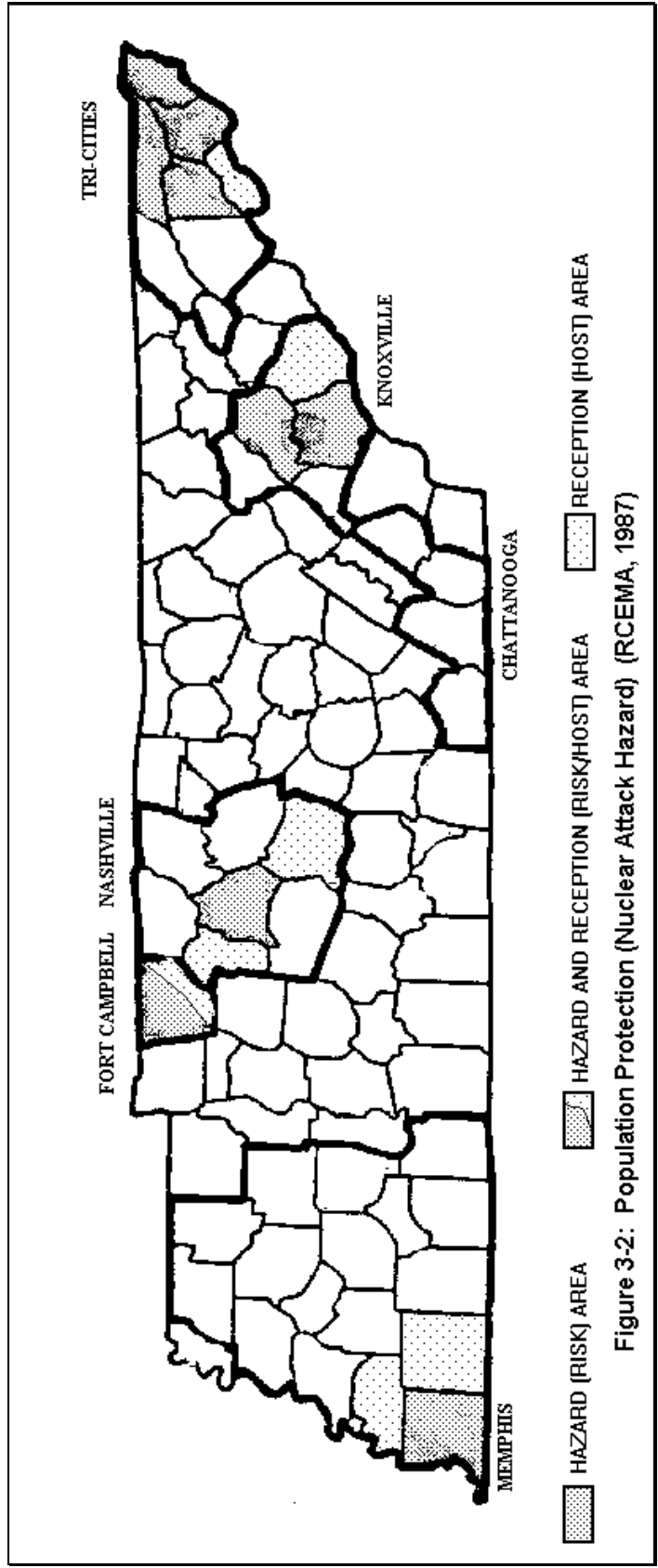
The MTSU Emergency Services Coordinator shall maintain a list of protective shelters for essential personnel and equipment (RCEMA, 1987).

Section IX: Supersedure

All previously published emergency operation plans for Middle Tennessee State University will be superseded when this plan is published (RCEMA, 1987).

Section X: Authentication

The Middle Tennessee State University Emergency Operations Plan is effective on the date specified and may be implemented within any university department by that department head or campus-wide by the President, the Vice President for Executive Affairs, the Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Student Affairs, the Vice President for Development and University Relations, or, in their absence, the MTSU Emergency Services Coordinator, the MTSU Facilities Services Director, the MTSU Director of Public Safety, or the Rutherford County Emergency Services Director. The Middle Tennessee State University Emergency Operations Plan shall be automatically implemented if a state of emergency is declared for the City of Murfreesboro, Rutherford County, or the State of Tennessee.



APPENDIX A EMERGENCY OPERATIONS CENTER

Section I: Purpose

This appendix provides the direction and control procedures to be used by the Emergency Operations Center (EOC) staff during emergency operations.

Section II: Situation

A central command post is necessary to coordinate emergency response efforts in order to provide an optimum response.

Section III: Assumptions

The guidelines established in this plan will provide adequate direction for coordination of appropriate emergency response activities for all emergency situations that are likely to occur at Middle Tennessee State University.

Section IV: Concept of Operations

A. General

The EOC is a location where decision-makers can work together to provide a coordinated response that will insure that all tasks are accomplished with little duplication of effort. The EOC will generally be activated only during emergency operations that may be of significant duration, require multiple on-scene commanders, or have a significant requirement for off-scene support activities.

B. Execution

The MTSU Executive Group and Emergency Services Coordinator (ESC) will assume responsibility for all emergency operations and the execution of this plan. The MTSU Emergency Services Coordinator will be the direction and control coordinator during all emergencies. Emergency operations will be conducted by MTSU or government forces augmented as required by trained auxiliaries and volunteer manpower. The MTSU Executive Group and Emergency Services Coordinator will determine the EOC staffing level. Directors and heads of MTSU departments or other agencies and organizations are responsible for emergency functions assigned to their organization as defined by this plan. Figures A-6, A-7, and A-8 provide checklists for use by the Executive Group, ESC, and EOC staff for EOC activation.

The MTSU EOC will initially be manned on twelve hour shifts. If the emergency extends over 72 hours then shifts will be reduced to four to eight hours.

Section V: Organization and Responsibilities

A. General

Figure 3-1 shows the overall emergency organizational structure. Table A-1 identifies specific assignments for various personnel and departments. The broad responsibilities for each functional area are detailed in Chapter 3. Specific functions are detailed in the various functional appendices.

B. Responsibilities of the MTSU Emergency Services Coordinator

1. Advise MTSU senior administration officials, MTSU departments, government agencies, relief agencies, and other appropriate organizations of the nature, magnitude, and effects of the emergency.
2. Orients and trains MTSU emergency operations personnel and periodically conducts an exercise of this plan.
3. Coordinates with the Rutherford County Emergency Management Agency and other appropriate city, county, state, and private agencies or organizations that have an emergency response capability.
4. Maintains coordination with the surrounding community for all emergency operations.
5. Develop and maintain a current personnel roster for EOC staffing.
6. Identify all usable shelter, feeding, and service center facilities for emergency use at MTSU.
7. Develop and maintain applicable current public information materials in support of this plan.
8. Prepare EOC and restricted area access passes and maintain them ready for reproduction and distribution.
9. Annually review and update this plan and mutual aid agreements.
10. Provide copies of approved updates and changes to all users of this plan.
11. The Emergency Services Coordinator shall be responsible for carrying out all duties and responsibilities of the EOC in those cases where the EOC is not activated.

Section VI: Direction and Control

The EOC staff is organized in accordance with the chart shown in Figure 3-1 with the MTSU Executive Group and MTSU Emergency Services Coordinator, in a unified command arrangement, functioning as the Incident Commander responsible for all major decisions.

Section VII: Continuity of Administration

The EOC will become the control center for the university during most large scale emergencies. All major decisions related to emergencies will be initiated and coordinated from the EOC. This overall command responsibility and authority should not be confused with the command responsibilities and authority of the on-scene commander referenced in Chapter Three, Section IV.D of this plan. The on-scene commander, under the provisions of the Incident Command System, may be referred to as the Operations Section Chief or as a branch director or division/group supervisor depending on the nature and extent of the emergency.

Section VIII: Administration and Logistics

A. Emergency Operations Centers

Middle Tennessee State University has no formal EOC and no suitable space exists on campus that can be devoted to that use. The temporary EOC location will depend on the nature and location of the incident. All references to EOC in this plan refer to the MTSU EOC unless otherwise noted.

The temporary EOC, in the event of a campus-wide disaster, would be established in the Maintenance Complex using the Holmes Building as the primary location for all functions except law enforcement and communications which shall be located in the Haynes-Turner Building.

An alternate EOC for MTSU would be the Learning Resource Center. The Learning Lab facility in the Learning Resource Center will be the secondary location of the MTSU EOC.

B. Reports and Records

Reports and record keeping will vary with the type of emergency incident. The MTSU EOC will use the same types of forms and records as the Rutherford County EOC in order to assure an efficient interface with county emergency operations. Samples of the following forms, suitable for reproduction and use, are included in this appendix:

1. Messages: The message handling procedure is found in Figure A-1. The message form is found in Figure A-2 and the message log form is found in Figure A-3.
2. Increased Readiness Report: The Increased Readiness Report, Figure A-4, is used to document the steps taken toward increased readiness. A copy of this report will be provided to the Rutherford County EOC daily, if requested.
3. Initial Disaster Report: This is a brief report designed to provide the Rutherford County Emergency Management Agency with basic information about an emergency situation on campus. Figure A-5, the Situation Report Form, is used for this report.

4. Situation Report: This is a report compiled daily using the form in Figure A-5 that is used to keep the Rutherford County Emergency Management Agency informed about the current status of the emergency.
5. Event Log: This is a log, or journal, used to record major events during EOC operations. There is no standard form for this log which will be kept by the Public Information Officer.
6. Security Log: EOC security personnel will maintain a record of all persons entering and leaving the EOC. There is no standard form for this log.

C. EOC Security

Everyone entering the MTSU EOC will be required to present proper identification, either an MTSU picture identification card or driver's license at a minimum, to EOC security personnel prior to being admitted.

D. Media

Media personnel will be allowed to tour the MTSU EOC in small groups at the discretion of the Incident Commander only when escorted by a representative of MTSU Public Relations. These tours may be postponed, canceled, or ended at the discretion of the Incident Commander. Media visits will be allowed only when they do not disrupt EOC operations. Scheduled news conferences will be arranged and conducted by the incident Public Information Officer.

E. Plan Development and Maintenance

The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents.

F. Personnel Protection in Hazardous Environments

All emergency response personnel shall obtain the appropriate personal protective equipment, instruments, antidotes, and clothing necessary for the performance of their tasks in hazardous environments encountered. Emergency response personnel without the appropriate equipment for the hazards encountered shall be barred from the incident area. (RCEMA, 1987).

G. Recommendations

1. An emergency power generator should be installed to serve the Holmes and Haynes-Turner Buildings.
2. All personnel with EOC duties should participate in a minimum of two command exercises each year.

3. The MTSU Emergency Services Coordinator should participate in all county disaster exercises and emergency management training.
4. A complete set of personal protective equipment suitable for anticipated hazards should be purchased for issue to exposed EOC personnel.

MESSAGE HANDLING PROCEDURES

Message Arrives in Radio Room

Radio Operator:

- Record message.
- Enter into radio log.
- Forward to Message Coordinator.

Message Coordinator:

- Determine appropriate operations position.
- Assign priority.
- Enter into log.
- Forward to position.
- Notify SITSTAT of significant events.

Operations Position:

- Determine capability to respond.
- Forward if unable to respond.
- Coordinate and complete response.
- Enter into log.
- Forward to Message Coordinator
- Also to Communications Unit if necessary.

Message Coordinator:

- Complete log.
- Forward to SITSTAT and Documentation Unit for file.

Message Arrives at Operations Position

Operations Position:

- Record message.
- Enter into log.
- Determine capability to respond.
- Forward if unable to respond.
- Notify Message Coordinator.
- Coordinate and complete response.
- Forward to Message Coordinator.
- Also to Communications Unit if necessary.

Figure A-1: Message Handling Procedures (RCEMA, 1987)

MESSAGE FORM

In _____

Out _____

POSITION-MESSAGE NO. _____

DATE: _____ TIME: _____

REPORTED BY: _____

LOCATION: _____

PHONE CALL BACK NO. _____

RADIO UNIT NO. _____

MESSAGE: _____

LOGGED BY: _____ (Initials)

MESSAGE COORDINATOR

FORWARDED TO: _____

PRIORITY LOG SITSTAT PLOTTER

ROUTINE

OPERATIONS

ACTION TAKEN: _____

COMPLETE LOG

RADIO MESSAGE ON BACK

MESSAGE COORDINATOR

SITSTAT PLOTTER

PRIORITY OPERATIONS ACTIONS CHECKLIST:
(President, Executive Group, or a designated representative)

- Take charge of measures to cope with the emergency.
- Activate the EOC.
- Alert key staff.
- Set EOC shifts for 24 hour coverage.
- Start activity logs.
- Give orders for warning the public.
- Notify the Rutherford County EOC or ESC of the type of emergency.
- Notify the Rutherford County EOC or ESC of the time the emergency occurred or threatens to occur.
- Notify the Rutherford County EOC or ESC of actions already taken.
- Notify the Rutherford County EOC or ESC of the areas and number of people involved.
- Notify the Rutherford County EOC or ESC of the estimate of the loss of life, injuries, and extent of damage.
- Notify the Rutherford County EOC or ESC of the type and amount of assistance required.
- Mobilize emergency services in accordance with emergency services actions checklists for the specific hazard.
- Alert appropriate agencies.
- Initiate a system for assigning and using volunteers.
- Brief EOC staff on the situation.
- Have the EOC staff review appropriate checklists.
- Seek additional information on threatened or actual emergency situation.
- Determine critical problem areas.
- Anticipate unusual side effects: electric power disruption, ruptured gas or petro-chemical lines, ruptured water or sewer mains, accidental hazardous materials release, rumors.
- Designate an on-scene commander.
- Determine a general strategy using the incident priorities: Life Safety; Incident Stabilization; Property Conservation.
- Mobilize additional local resources to the extent required.
- Ascertain whether additional assistance is needed.
- Make specific requests for mutual, state, or military aid in accordance with established procedures.
- Issue a declaration of emergency if necessary.
- Obtain periodic situation reports as the situation develops.
- Establish a central point of contact for information requests concerning victims, dangerous locations, identification passes, traffic movement, and other assistance.

Figure A-6: Executive Group Leadership Actions for Major Emergencies
(RCEMA, 1987)

PRIORITY PUBLIC INFORMATION ACTION CHECKLIST:

(President, Executive Group, or a designated representative)

- Provide essential information to the public emphasizing the immediate actions being taken by the university administration to save lives.
- Authenticate all sources of information being received.
- Verify specific information with the appropriate emergency service concerned.
- Coordinate information with the Incident Commander before release.
- Issue instructions and advice to the public on what they should or should not do.
- Issue additional information and instructions as the situation develops.
- Prepare information and materials needed to handle individual requests for information.

Figure A-7: Executive Group Public Information Actions for Major Emergencies (RCEMA, 1987)

EOC ACTIVATION CHECKLIST

(EOC Staff)

- Notify first shift.
- Activate telephones.
- Conduct radio checks.
- Establish EOC security.
- Conduct situation briefing for staff.
- Review operating procedures.
- Initiate functional and hazard specific checklists.
- Notify Rutherford County EOC or ESC.
- Coordinate with the media.
- Staff ICS functions as required.
- Assign tasks as required.

Figure A-8: EOC Activation Checklist for EOC Staff for Major Emergencies (RCEMA, 1987)

Primary Responsibility/Assignment	Position/Agency/Department
Emergency Operations	MTSU Safety Officer, IC, Operations Section Chief
Communications	Communications Unit Supervisor
Warning	MTSU Department of Public Safety Director
Evacuation	MTSU Department of Public Safety Director
Shelter Operations	American Red Cross
Radiological Protection	Rutherford County Emergency Management Agency
Law Enforcement	MTSU Department of Public Safety Director
Fire Services	Murfreesboro Fire Department
Rescue Services	Rutherford County Rescue Squad
Emergency Medical Services	Rutherford County Emergency Medical Services
Health and Medical	MTSU Health Services Director
Transportation	MTSU Motor Pool and Transportation Manager
Facilities/Public Works	MTSU Facilities Services Director
Food Management	Food Unit Supervisor
Public Information	MTSU Public Relations Director
Training and Education	MTSU Environmental Health and Safety Services
Human Services	MTSU Housing and Residential Life Director
Utilities	MTSU Facilities Services Director
Damage Assessment	MTSU Facilities Services Director

Table 1: Primary Responsibilities/Assignments

APPENDIX B WARNING

Section I: Purpose

This appendix outlines a warning system capable of providing warnings to the campus community in the event of an impending emergency or disaster situation.

Section II: Situation

There is a need for a capability to warn the campus community of impending danger should an emergency situation occur. A hazard requiring timely warning to reduce the loss of lives can occur at any time. Further, the university is subject to disruption as a result of incidents and events that do not directly affect the campus since several university facilities have been designated as shelters for evacuees.

The campus community is occasionally threatened by severe weather conditions that can produce tornadoes, flash flooding, and winter storms that require warnings to be issued. Also, hazardous materials accidents occurring on or near the university can endanger the entire campus population.

Section III: Assumptions

There is usually some lead time prior to most emergencies that can be used for warning the campus population. While the amount of lead time will vary from hazard to hazard, appropriate use of this lead time for issuance of immediate warnings can save lives and reduce injuries and property damage.

Section IV: Concept of Operations

A. General

- 1. War Related Events:** An attack by hostile forces or terrorists can occur at any time. This may be in the form of nuclear, chemical, biological, or conventional munitions. A period of international tension that may precede such an attack would provide adequate time for warning the campus community of the impending threat. It is possible that lead times could be as long as several weeks or as short as a few minutes.
- 2. Natural Hazards:** Severe weather warnings are usually issued well in advance of a weather related event by NOAA and the local media. These are most commonly for thunderstorms, tornadoes, winter storms, and flooding. Advance warning of an impending earthquake appears to be unlikely.

3. Other Hazards: Warnings will be issued in the event of a serious hazardous materials accident on or near the university. Warnings will also be issued in the event of a conflagration on or near the university.

B. Phases of Management

1. Mitigation: There is an outdoor warning system at Middle Tennessee State University that can be utilized for a variety of emergencies. The MTSU Department of Public Safety maintains a call list for each university division and the President's Office so that warnings may be disseminated downward through each division's chain of command. Warnings may be disseminated by outdoor warning system, telephone, computer, and electronic mail.

2. Preparedness: The warning call system should be exercised annually to train personnel and judge the system's effectiveness.

3. Response: The primary point of contact for warning Middle Tennessee State University of impending threats shall be the MTSU Department of Public Safety dispatch office. The secondary point of contact for warning Middle Tennessee State University of impending threats shall be the President or his designated representative. Warnings may be received from local law enforcement agencies, state or county emergency management personnel, weather radio, or other sources. The dispatcher on duty shall immediately notify the MTSU Department of Public Safety shift commander and the MTSU Emergency Services Coordinator when a warning has been received that applies to the university.

4. Recovery: The warning call system shall also be used to advise the campus community when the threat has passed.

C. Execution

When a warning message is received from competent authority the dispatcher on duty shall notify the MTSU Department of Public Safety shift commander. The shift commander shall then notify key personnel and prepare to initiate the warning call system on order from the Executive Group or MTSU Emergency Services Coordinator. Key personnel shall be immediately notified and the warning call system shall be immediately implemented if a national, state-wide, or county-wide emergency is declared.

The MTSU Emergency Services Coordinator will notify the Executive Group, alert the Rutherford County Emergency Services Coordinator, alert emergency response personnel and organizations, and warn the campus population using all available warning systems.

Section V: Organization and Responsibilities

A. Organization

The organization of the warning call system is shown in Figure B-1.

B. Responsibilities

1. MTSU Emergency Services Coordinator:

- a. The Emergency Services Coordinator (ESC) is responsible for coordinating, developing, and improving the university's warning systems.
- b. The ESC, acting under the authority of the Executive Group, is responsible for issuing all warnings.
- c. The ESC is responsible for educating the campus population concerning the use of the warning systems.
- d. The ESC shall coordinate resources for conducting door to door warning if necessary.

2. MTSU News and Public Affairs: The Office of News and Public Affairs is responsible for the dissemination of warning messages provided by authorized sources to the news media, including the university radio and television stations, as soon as possible in the event of an impending or actual emergency.

3. MTSU Department of Public Safety:

- a. The Department of Public Safety will provide mobile public address systems if needed.
- b. The Department of Public Safety will provide manpower for door to door warnings if needed.
- c. The Department of Public Safety dispatch office will monitor a weather radio receiver in order to provide early warning of changing weather conditions.

Section VI: Direction and Control

A. General

The warning system may be activated at several points in the system including the EOC, the MTSU Department of Public Safety, and automatically by external events. Once the system is activated the MTSU Emergency Services Coordinator shall be responsible for its continued operation. All warning operations shall be coordinated through the EOC. Table 2 lists the primary and secondary notification modes for all anticipated hazards.

B. Existing Warning Systems

- 1. National Warning System (NAWAS):** "The primary NAWAS warning point for Rutherford County is the Murfreesboro Police Department. NAWAS is a nationwide dedicated telephone warning system." (RCEMA, 1987, p. B-6). A warning is simultaneously transmitted to 2,000 sites throughout the United States should an attack be confirmed by the North American Aerospace Defense Command (NORAD).
- 2. National Weather Service (NWS):** A NOAA weather radio station broadcasts current weather information and warnings out of Nashville with a remote location in Beechgrove. These stations broadcast on 162.550, 162.475, and 162.400 MHZ.
- 3. Warning Sirens:** There is currently no warning siren system in the City of Murfreesboro or in Rutherford County. However, the MTSU campus does have a system in place that is administered by the MTSU Department of Public Safety .
- 4. Emergency Broadcast System (EBS):** Commercial radio and television stations provide broadcast services for the EBS as a means of providing emergency information to the public. These services are provided on an organized voluntary basis. All radio and TV stations, including cable, monitor EBS. (RCEMA, 1987).
- 5. MTSU Warning Call System:** The MTSU Warning Call System is a procedure whereby the campus population is notified of impending threats by telephone through the offices of the Executive Group and then downward through each management or administrative level.

C. Warning Signals and Procedures

1. Initial Warning:

- a. Upon receipt of warning information from competent authority the MTSU Department of Public Safety dispatcher shall immediately notify the shift commander on duty and the MTSU Emergency Services Coordinator.
- b. The MTSU Department of Public Safety shift commander or the Emergency Services Coordinator shall notify the President and each Vice President or their designated representatives.
- c. The President and each Vice President or their designated representatives shall then notify each subordinate director in their areas of responsibility.
- d. Each person with supervisory authority shall, upon receipt of a warning message, notify each department, employee, or student in his or her area of responsibility of the warning information.

2. Termination of Warning: The procedure followed for issuance of the initial warning shall be used to notify the campus community that the warning has been terminated. Warnings shall be terminated by the Executive Group, the MTSU Emergency Services Coordinator, or other appropriate authority.

VII: Continuity of Administration

Each department and division at MTSU shall establish a line of succession for receipt and issuance of warning information as well as necessary management decisions.

VIII: Administration and Logistics

A. Systems Testing:

1. The Warning Call System shall be exercised at least once each calendar year.
2. The outdoor warning siren shall be exercised audibly once each month and silently each day.

B. Special Needs: Disabled, hearing impaired, and non-English speaking persons must be identified so that they can be personally contacted to insure that they are aware of warnings and impending threats.

C. Plans Development and Maintenance: The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents (RCEMA, 1987).

D. Recommendations

1. All fire alarm and suppression systems on campus should be monitored from a central location.
2. All building fire alarm systems on campus should have the capability of remote activation from a central monitoring station.

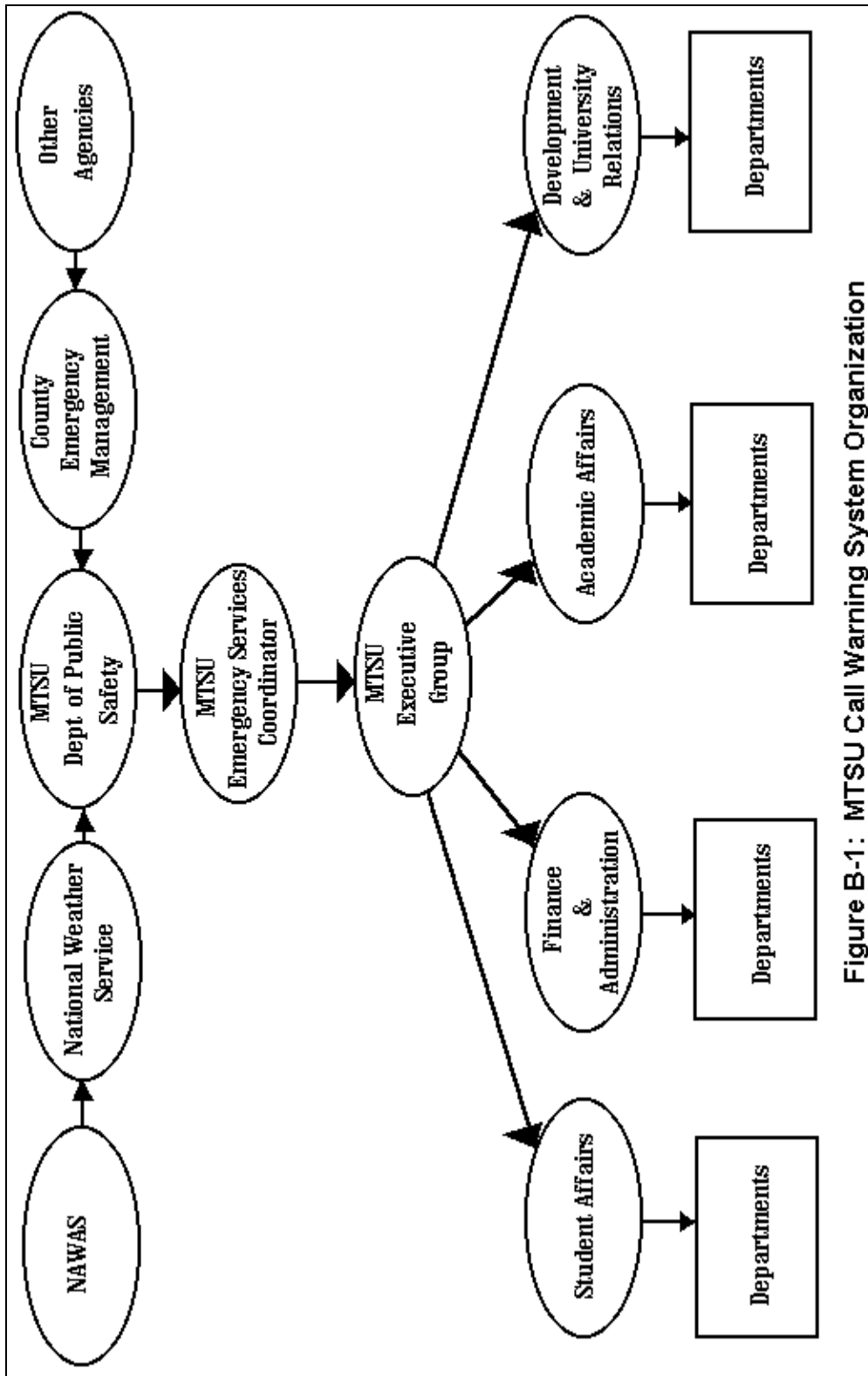


Figure B-1: MTSU Call Warning System Organization

P - Primary
S - Secondary

Emergency Situation	Telephone	Siren	NOAA Radio	Emergency Broadcast System	NAWAS	Radio/TV	RCEMA /TEMA Net	Mobile P.A.
Winter Storm	P		S			S	S	
Tornado	S	P	P		S	S	S	
Flooding	S		P		S	S	S	S
Hazardous Materials Spills	P	S	S		S	S	S	S
Major Transportation Accident	P				S	S	S	S
Cold Weather Power Outage	P						S	
Civil Disturbance	S				S	S	S	P
Terrorist Incident	P					S	S	
Fire	P	S					S	S
Explosion	P	S				S	S	S
Nuclear Attack	S	P	P	P	S	S	S	S

Note: This table is presented as a guide to possible options but should not restrict the user from using the best possible notification mode for the situation.

Table 2: Emergency/Disaster Notification Modes (RCEMA, 1987)

APPENDIX C COMMUNICATIONS

Section I: Purpose

Communications equipment, capabilities, and procedures are identified in this appendix.

Section II: Situation

Communications needs expand in proportion to the nature and extent of the emergency. Communications capabilities at MTSU are presently limited for any emergency that would affect the entire campus community or require a mass evacuation of the campus. It is also probable, in any emergency affecting a significant part of Rutherford County, that all communications assets, including those at MTSU, would be integrated into and coordinated with other communications assets county-wide.

The MTSU Emergency Operations Center (EOC) will coordinate all campus emergency communications upon activation. In the case of a county-wide emergency all communications will be coordinated from the Rutherford County EOC.

Section III: Assumptions

The EOC should be provided with adequate capability to communicate with emergency services agencies. The telephone shall be the preferred method of communication supported by cellular telephone and radio capabilities.

Section IV: Concept of Operations

A. General: Communications capabilities currently exist with MTSU Telecommunications, Facilities Services, Department of Public Safety, Housing and Residential Life, and Motor Pool and Transportation. A number of MTSU personnel are also provided with cellular telephones.

B. Phases of Management

- 1. Mitigation:** Adequate communications capabilities are in place for internal communications between the various university departments that may become involved in emergencies.

- 2. Preparedness:** All communications equipment should be maintained in a state of readiness. All personnel should be trained in the operation and maintenance of available communications equipment. Replacement parts should be kept by telecommunications for the university telephone system. Commonly needed replacement parts for portable radios should be maintained by the using departments. Arrangements should also be made for technical repair services to be available as needed (RCEMA, 1987).

3. Response: All communications shall be clear text. No "Ten" codes shall be used for emergency communications. Radio communications shall be sender to receiver using the following model:

- a. Listen to insure that the net is clear prior to transmitting.
- b. Transmit the message or order concisely in clear text.
- c. Receive feedback from the receiver to ensure that the message was received and understood.
- d. Confirm that the message or order was understood; if not, correct and clarify the message or order (NFA, 1989).

Facilities Services personnel will be used for alternate shelter communications on the Facilities Services radio net. The MTSU Department of Public Safety radio net will be used for emergency communications. Motor Pool and Transportation frequencies will be used for traffic control operations. Use of other available channels or frequencies shall be allocated as needed by the incident communications supervisor.

Strict radio transmission discipline will be observed at all times. The telephone or messengers should be used when possible to keep radio channels open for emergency messages.

4. Recovery: Continue all actions in the response phase until demobilization of the emergency response. An after action review should be conducted to determine needs for procedure modifications or additional equipment.

Section V: Organization and Responsibilities

A. Organization: The MTSU emergency communications organization is illustrated in Figure C-1.

B. Responsibilities

The MTSU Department of Public Safety dispatch office shall be responsible for the supervision of all emergency communications until activation of the MTSU Emergency Operations Center (EOC) and implementation of the Incident Command System. Upon activation of the EOC and implementation of the Incident Command System the Communications Unit Supervisor shall assume those responsibilities. All emergency service agencies operating on campus shall coordinate communications capabilities with the MTSU EOC.

The Communications Unit Supervisor shall initiate the message procedures listed in figure A-1, including use of the message form and log in figures A-2 and A-3. The Communications Unit Supervisor is also responsible for the warning functions listed in Appendix B.

Communications Unit personnel shall include:

- a. A Communications Unit Supervisor responsible for the supervision of all emergency communications.
- b. Radio operators responsible for the proper use of assigned equipment and for correct radio procedures and message handling.
- c. Monitors responsible for monitoring commercial radio and television broadcasts to determine the accuracy of public information.
- d. Receptionists responsible for screening and appropriately routing incoming telephone calls.
- e. Facilities Services personnel responsible for providing alternate shelter communications on campus.

Section VI: Direction and Control

The MTSU Emergency Services Coordinator, under the direction of the MTSU Executive Group, shall be the overall authority for the MTSU EOC and its emergency communications center. All persons operating radio equipment under emergency conditions at MTSU shall be responsible for knowing and using the communications procedures established in this plan. Use of "Ten" codes and other brevity codes shall be discontinued for the duration of any emergency. All radio communications shall be in plain text.

Section VII: Continuity of Administration

Lines of succession shall be established by each department. The Emergency Services Coordinator shall appoint at least one person to succeed the Communications Unit Supervisor.

Section VIII: Administration and Logistics

A. Facilities and Equipment: Figures C-2 and C-3 show emergency communications capabilities at MTSU.

B. Communications Protection

1. Radio: Standard lightning protection, including lightning arrestors, should be provided on all base units at MTSU. Spare antennas should be available to rapidly replace those damaged by wind, weather, or blast. Should a warning be given of an impending nuclear attack all antennas and power supplies should be disconnected from radios to prevent electromagnetic pulse (EMP) damage. A portable radio may be used to maintain limited contact with deployed emergency response personnel.

2. Telephones: Telephone usage typically increases dramatically during an emergency. A line-load protection feature, to cut non-essential users off of the circuit, should be utilized in

the campus telephone system to prevent the jamming of telephone circuits during emergencies. A direct line to the Rutherford County EOC should be established in the MTSU EOC for emergency services calls. The MTSU EOC should also be on the priority service restoration list for MTSU Telecommunications and Bell South.

C. Security: Communications personnel will routinely handle sensitive information, some of which could be defense related. Therefore, Middle Tennessee State University reserves the right to conduct background checks for any communications personnel that may be assigned to the EOC. Further, Middle Tennessee State University reserves the right to bar any person from the EOC or communications center with or without cause.

D. Training: Each university department or other agency assigning communications personnel to the MTSU EOC shall be responsible for training those personnel in MTSU EOC and communications procedures found in this plan. Affected university departments and other agencies shall be responsible for familiarizing them with the unique aspects of emergency operations at Middle Tennessee State University.

E. Emergency Recall: The MTSU Department of Public Safety shall develop and maintain an emergency recall plan for all key emergency response personnel.

F. Plan Development and Maintenance: The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents (RCEMA, 1987).

G. Key Radio Call Number Assignments

1. MTSU Department of Public Safety:

Command and Support:

- a. Lieutenant: 2;
- b. Accreditation Manager: 3;
- c. Investigator: 4;
- d. Community Oriented Policing Coordinator: 5.

Midnight Shift:

- a. Supervisor: 10;
- b. Patrol Officers: 11 to 15;

Day Shift:

- a. Supervisor: 20;
- b. Patrol Officers: 21 to 25;

Evening Shift:

- a. Supervisor: 30;
- b. Patrol Officers: 31 to 35;

Flex Shift:

- a. Supervisor: 40;
- b. Patrol Officers: 41 to 45;

Administration:

- a. MTSU Police Chief: 1;
- d. MTSU Operations Commander: 2;
- e. Technical Support Specialist: 79.

Student Patrol: 60 to 69.

Dispatchers: 80 to 89.

Office Personnel: 90 to 92.

Safety Officer/Fire Marshal: 52.

2. Rutherford County Emergency Management Agency (RCEMA):

- a. Director: 600;
- b. 9-1-1 Coordinator: 601;
- c. Assistant Directors: 603;
- d. Emergency Management Personnel: 605 to 699.

3. Murfreesboro Fire Department:

- a. Fire Chief: 20;
- b. Deputy Chief: 21;
- c. Assistant Chief - Administration: 22;
- d. Assistant Chief: 23;
- e. Assistant Chief - Operations: 24;
- f. Service Company (HAZMAT): 25;
- g. Service Company (Air Supply): 26;
- h. Shift Instructor: 27;
- i. Maintenance Technician: 28;
- j. Training Officer: 29;
- k. Assistant Chief/City Fire Marshal: 30;
- l. Fire Inspectors: 31 to 39;
- m. Apparatus: Engines 1 to 8, Snorkel 1, and Ladder 6.

4. Rutherford County Rescue Squad: 700 to 799;

5. Rutherford Volunteer Fire Department:

- a. Fire Chief: 1110;
- b. Deputy Chief: 1111;
- c. Assistant Chief: 1112;
- d. Captains: 1113 to 1114;
- e. Lieutenants: 1115 to 1118;
- f. Firefighters: 1120 to 1189;
- g. Apparatus: 1101 to 1109.

6. Kittrell Volunteer Fire Department:

- a. Fire Chief: 1710;
- b. Deputy Chief: 1711;
- c. Assistant Chief: 1712;
- d. Captains: 1713 to 1714;
- e. Lieutenants: 1715 to 1718;
- f. Firefighters: 1720 to 1789;
- g. Apparatus: 1701 to 1709.

7. Lascassas Volunteer Fire Department:

- a. Fire Chief: 2510;
- b. Deputy Chief: 2511;
- c. Assistant Chief: 2512;
- d. Captains: 2513 to 2514;
- e. Lieutenants: 2515 to 2518;
- f. Firefighters: 2520 to 2589;
- g. Apparatus: 2501 to 2509.

8. Salem-Blackman Volunteer Fire Department:

- a. Fire Chief: 4110;
- b. Deputy Chief: 4111;
- c. Assistant Chief: 4112;
- d. Captains: 4113 to 4114;
- e. Lieutenants: 4115 to 4118;
- f. Firefighters: 4120 to 4189;
- g. Apparatus: 4101 to 4109.

APPENDIX D PUBLIC INFORMATION

Section I: Purpose

The purpose of this appendix is to establish procedures for the dissemination of accurate and timely official information and instructions to the campus community through all available media before, during, and after an emergency.

Section II: Situation

Emergency information and instructions will rapidly change during an emergency. MTSU Public Relations personnel should be prepared to utilize any available means to communicate vital public information to the news media as quickly as possible on release. Rumors and hearsay information that may cause panic, fear, and needless confusion is often accepted by the public as valid.

Public education on MTSU emergency procedures should be implemented to favorably influence the public reaction and reception to emergency information, particularly within the student body. Failure to comply with emergency instructions and orders is often due to apathy and/or failure to recognize a hazard. Emergency public information advises appropriate actions, instructs, and gives direct orders from proper authorities that is intended to save lives and minimize property damage.

Section III: Assumptions

The campus community will be fully informed of an existing or threatening emergency situation. A channel of communication will be maintained for a continuous flow of information to the campus population. The MTSU administration will report actions being taken to deal with the emergency. Emergency actions directed by the appropriate authority to reduce risks to life and property will be promptly carried out by the campus population (RCEMA, 1987).

Section IV: Concept of Operations

A. General: "Emergency Public Information (EPI) efforts will focus on specific event-related information. The information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. It is also important to keep the public informed of the general progress of events. A special effort will be made to report positive information regarding emergency response to reassure the community that the situation is under control. Rumor control will be a major aspect of the informational program. Along with this will be the use of public feedback as a measure of the programs effectiveness. Education efforts will be directed toward increasing public awareness about potential hazards and how people can deal with them. All information and education efforts will rely heavily on the cooperation of commercial media organizations." (RCEMA, 1987, p. D-2)

B. Phases of Management

- 1. Mitigation:** The MTSU Emergency Services Coordinator will conduct hazard awareness programs and MTSU Public Relations will coordinate with the media.
- 2. Preparedness:** The MTSU Emergency Services Coordinator will conduct public education programs. MTSU Public Relations will prepare emergency information for release upon occurrence.
- 3. Response:** MTSU Public Relations will release public information with the approval of the Incident Commander and/or the Executive Group. Further, MTSU Public Relations will coordinate rumor control efforts and schedule press conferences.
- 4. Recovery:** MTSU Public Relations will provide public information, compile a historical record of events, and assess the effectiveness of information and educational programs.

C. Execution: MTSU Public Relations will conduct internal and external public information programs for the campus population and surrounding community during all phases of readiness. Further, MTSU Public Relations will coordinate its public information efforts with the Rutherford County Emergency Management Agency Public Information Officer to avoid disseminating conflicting information and instructions. The Rutherford County Emergency Management Agency Public Information Officer should be able to provide MTSU with Emergency Public Information documents and camera-ready materials for immediate publication and distribution.

Section V: Organization and Responsibilities

A. Organization: An emergency information center will be established in the MTSU EOC. The MTSU Public Information Officer shall operate the emergency information center under the direction and guidance of the Incident Commander and/or the Executive Group. The Rutherford County Emergency Management Agency Public Information Officer will also have an emergency information center in the county EOC. Emergency information should be cleared with the county EOC prior to release when the county EOC is operational.

B. Responsibilities

- 1. Incident Commander or Executive Group:** The Incident Commander or Executive Group should maintain a working relationship with the media and provide official public information concerning emergencies at the university.
- 2. Public Information Officer (PIO):**
 - a. The PIO shall advise the Incident Commander and Executive Group on all matters relating to public affairs and information.

- b. The PIO shall receive, compile, and prepare information on all aspects of emergency planning and operations for evaluation and release.
- c. The PIO shall coordinate the release of emergency information with the county EOC information center and maintain a close working relationship with area radio stations, television stations, and newspapers.
- d. A briefing room shall be maintained when possible in the EOC for media representatives.
- e. The PIO shall also prepare media releases and explanatory information for transmission or handout.
- f. The PIO will receive, evaluate, and transmit information of media interest to the county PIO.
- g. The PIO shall establish procedures for providing information to the public in an emergency.
- h. The PIO shall publicize the telephone number where the public can obtain official information concerning emergencies involving the campus community.

Section VI: Direction and Control

A. General: The Incident Commander and/or Executive Group shall be responsible for appointing a Public Information Officer to direct all emergency activities. The MTSU Emergency Services Coordinator is responsible for education and training programs.

B. Educational Programs: There are a number of available educational programs conducted by the American Red Cross, the Tennessee Emergency Management Agency, and other organizations. MTSU Environmental Health and Safety Services can make referrals to these programs.

C. Media Access: In recognition of the public's right to know about emergencies that may directly or indirectly affect them, every effort will be made to allow such access as is consistent with operational safety and efficiency. All media representatives at the scene of an emergency shall promptly comply with all requests made by the Incident Commander.

Section VII: Continuity of Administration

Lines of succession shall be established by each department. The Executive Group shall appoint at least one person to succeed the Public Relations Director.

Section VIII: Administration and Logistics

A. Media Organizations: The MTSU Office of Public Relations shall maintain a list of media organizations.

B. Films, Videos, and Publications: Various films, videos, and publications are available from the Rutherford County Emergency Management Agency, Tennessee Emergency Management Agency, Federal Emergency Management Agency, American Red Cross, and other organizations.

C. Plan Development and Maintenance: The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents (RCEMA, 1987).

APPENDIX E RADIOLOGICAL PROTECTION

Section I: Purpose

This appendix establishes procedures for an emergency response to a radiological hazard.

Section II: Situation

A. Radiological Hazards: Radioactive materials for medical and commercial purposes are routinely transported on streets through and adjacent to the university campus on a daily basis. Further, the MTSU Biology, Chemistry, and Physics departments use and store radioactive materials used for instructional and research purposes. An accident in the use or transportation of these materials could result in radioactive contamination and exposure of the campus community to hazardous levels of radiation.

B. Nuclear Attack: Rutherford County, and MTSU, are designated as reception areas for residents of Nashville evacuated in response to a threat of attack. Even distant nuclear detonations could produce potentially hazardous levels of radioactive fallout at the university as well as in the county. The electromagnetic pulse (EMP) generated by a nuclear burst could disrupt communications for some time. It is entirely possible, under these circumstances, that the campus population could be isolated in shelters for an unknown period of time. This potential isolation requires the university to have its own self-protection capability.

Section III: Assumptions

A timely response by an adequately trained response team could effectively manage the scene of an accident involving radioactive materials thereby reducing the number of casualties. The Rutherford County Emergency Management Agency has the trained radiological personnel and operational equipment available or on call to detect, measure, analyze, evaluate, report, and remediate radiation exposures. Middle Tennessee State University has neither the resources nor the trained personnel to conduct radiological operations.

Section IV: Concept of Operations

All emergencies involving suspected radioactive materials shall be immediately referred to the Rutherford County Emergency Services Coordinator and/or the Director of the Rutherford County Emergency Management Agency through the Rutherford County Sheriff's Office (RCEMA, 1987).

Section V: Organization and Responsibilities

A. Organization: The Rutherford County Emergency Management Agency manages all radiological protection functions in Rutherford County. County Radiological Protection activities are conducted in accordance with directives found in Annex E of the Rutherford County Emergency Management Plan.

B. Responsibilities

1. All university departments shall be responsible for notifying the MTSU Department of Public Safety of the presence or involvement of known or suspected radioactive materials in any emergency situation.
2. The MTSU Department of Public Safety dispatcher on duty shall then notify the Rutherford County Emergency Management Agency, through the Sheriff's Office, and MTSU Environmental Health and Safety Services.
3. All university departments and personnel shall be responsible for cooperating with county Radiological Emergency Response personnel during any campus emergency involving radioactive materials.
4. The MTSU Department of Public Safety and Environmental Health and Safety Services are responsible for carrying out all duties assigned by the Rutherford County Emergency Management Agency during any radiological emergency.

Section VI: Direction and Control

"The Rutherford County Emergency Management Agency is the primary coordinating agency for Radiological Emergency Response activities in Rutherford County." (RCEMA, 1987, p. E-16).

Several MTSU facilities have been designated as community shelter plan shelters by the Rutherford County Emergency Management Plan. These facilities are identified in Table 3.

Section VII: Continuity of Administration

Lines of succession shall be established by each department.

Section VIII: Administration and Logistics

A. Administration: The Radiological Officer of the Rutherford County Emergency Management Agency develops and maintains standard operating procedures for radiological operations. All university departments using or storing radioactive materials should obtain and be familiar with these procedures.

B. Plan Development and Maintenance: The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents (RCEMA, 1987).

County Shelter No.	Shelter Name
17	Sims Hall
18	Smith Hall
19	Todd Library
20	Saunders Fine Arts
21	Murphy Athletic Center
22	Voorhies Industrial Studies Complex
23	James Union Building
24	Lyon Complex
25	Monohan Complex
26	Pittard Campus School
32	Cope Administration Building
33	Beasley Hall
34	Woodmore Cafeteria
35	Corlew Hall
36	Keathley University Center
37	Davis Science Building
38	Alumni Memorial Gym
40	Ellington Human Sciences Building
45	Wright Music Building
48	Abernathy Hall
49	Ezell Hall
50	Jones Hall
51	Rutledge Hall
52	Kirksey Old Main
53	Peck Hall
54	Boutwell Dramatic Arts
55	Forrest Hall
56	Felder Hall
57	Wood Hall
58	Gore Hall
59	Clement Hall
60	Wiser-Patten Science Building
61	Cummings Hall
62	Deere Hall
63	Nicks Hall

Table 3: MTSU Community Shelter Plan Shelters (RCEMA, 1987)

APPENDIX F DAMAGE ASSESSMENT

Section I: Purpose

This appendix establishes procedures for the assessment and reporting of damage to university facilities and property caused by a disaster, attack, or other significant event.

Section II: Situation

A significant hazardous event can potentially cause extensive damage to university facilities and property that can disrupt university operations and services for an extended period of time.

Section III: Assumptions

A systematic, planned damage assessment procedure during response and recovery operations will provide accurate and timely information for the prioritization of repairs. This will allow restoration of essential university operations and services as efficiently and quickly as possible.

Section IV: Concept of Operations

A. General: Damage assessment following an incident is the responsibility of MTSU Facilities Services. Data collection and preparation of damage assessment reports is the responsibility of the Director of Facilities Services. The MTSU Emergency Services Coordinator will submit all damage assessment reports to the Director of the Rutherford County Emergency Management Agency. Damage assessment should begin as soon as incurred damages can be estimated with reasonable accuracy. Damage assessment operations should be conducted separately from life saving and property protection activities. Initial assessment may be by means of a drive-through (windshield survey). An extensive and accurate damage assessment is required by federal and state recovery programs.

B. Phases of Management

- 1. Mitigation:** Building code enforcement and appropriate land use will help prevent excessive damages.
- 2. Preparedness:** Facilities Services personnel should be briefed on damage assessment techniques. They should also maintain pre-disaster maps, photographs, building plans, and other documentation for post-incident damage assessment. A list of critical facilities requiring priority repairs should also be prepared. These documents shall be stored so as to prevent loss by fire or flood.
- 3. Response:** Collect damage information and compile damage assessment reports.

4. Recovery: Facilities Services will provide a damage assessment summary, identify unsafe structures and prevent their use, and monitor restoration activities. They will review building codes and land uses for possible improvements.

Section V: Organization and Assignment of Responsibilities

MTSU Facilities Services shall coordinate damage assessment activities under the direction of the MTSU Emergency Services Coordinator. Facilities Services will be provided with additional personnel and transportation resources, if needed, as they become available.

Section VI: Direction and Control

Damage assessment activities will be supervised by the Documentation Unit Supervisor upon activation of the Documentation Unit under the Incident Command System. Significant damage information will be provided to the Situation Status Unit to be posted in the EOC.

Repairs to university facilities shall begin as soon as possible with priority given to those facilities required for emergency response, such as streets and shelters. University resources will be used for most work with support from external resources as they become available.

Section VII: Continuity of Administration

Lines of succession shall be established by each department.

Section VIII: Administration and Logistics

A. Survey Teams: Survey teams will consist primarily of Facilities Services personnel supplemented by personnel from Facilities services, Environmental Health and Safety Services, Department of Public Safety, and other agencies as they become available. Radiological or hazardous materials personnel will be attached to survey teams when appropriate.

B. Records and Reports

1. Situation Report (SITREP): The MTSU Emergency Services Coordinator will be responsible for sending the SITREP to the county EOC by telephone or radio during and immediately following an emergency. The SITREP form is found in figure A-5.

2. Survey Team Reports: The MTSU Survey Team Report form is found in Figure F-1. Additional reports may be required by the county EOC. Forms for these reports will be provided by the Rutherford County Emergency Management Agency.

3. Damage Assessment Report: The Facilities Services Director shall compile the Survey Team Reports into a summary and provide it to the MTSU Emergency Services Coordinator using the form in Figure F-2.

C. Release of Assessment Information: Damage assessment information will be provided to the county EOC as it becomes available for inclusion in state and federal damage reports. Damage assessment information may be provided, on request, to the media, insurance appraisers, or others with the approval of the Executive Group.

Section IX: Plan Development and Maintenance

The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents (RCEMA, 1987).

MTSU Damage Assessment Report

1. Name of Building/Facility: _____

2. Type of Occupancy: Assembly Business Educational Factory/Industrial
 Hazardous* Institutional Mercantile Residential Storage

**Dry Cleaners, Explosive Manufacturing, Grain Elevators, Paint or Solvent Manufacturing, Pyroxylin Plastic Manufacturing, Sodium Nitrate, Ammonium Nitrate, Storage of Combustible Film, Storage or use of Highly Combustible Materials, Tank Farms.*

3. Building Description: *Year Built (if known):* _____ *Width:* _____ feet *Length:* _____ feet

Height: 1 Story, 2 Stories, 3 Stories, 4 Stories, 5 Stories, 6 Stories, 7 Stories,
plus: Basement/ Attic/ Common Attic

Construction Type:

I: Fire Resistive II: Non-Combustible III: Ordinary
 IV: Heavy Timber (Mill) V: Wood Frame (Platform: Pole Barn: Balloon)
 Mobile Home Other (Describe): _____

Roof Construction:

Concrete Steel Beam Steel Truss Lightweight Steel Truss Wood Truss
 Lightweight Wood Truss Ridgepole & Rafter Gambrel
 Other: _____

Floor Construction:

Concrete Steel Beam Steel Truss Lightweight Steel Truss Wood Truss
 Lightweight Wood Truss Lightweight Wood I-Beam Wood Joists
 Other: _____

4. Hazards to Personnel:

{Describe} _____

5. Damages Observed: *(Check the block to indicate damage to structure or systems on listed floor)*

	Site	1st	2d	3d	4th	5th	6 th	7 th	Bsmt	Attic
Roof Structure
Floor Structure
Load Bearing Walls
Partition Walls
Electric Panels
Electric Meters
Electric Wiring/Fixtures
Gas Meters
Gas Pipes
Water Pipes
Fire Suppression Systems
Stairs
Haz-Mat Storage
Doors
Living Areas
Alarm Systems
FD Connections
Fire Hydrants	.									

6. Photographs/Sketches Made: . Exterior . Interior

APPENDIX G LAW ENFORCEMENT

Section I: Purpose

Procedures for the proper coordination of law enforcement operations for protection of lives and property are identified in this appendix.

Section II: Situation

Middle Tennessee State University Department of Public Safety is responsible for law enforcement operations at the university. The MTSU Department of Public Safety does not have adequate response capability for major incidents and will require assistance from mutual aid agencies.

Section III: Assumptions

The MTSU Department of Public Safety will usually be the first agency to respond to any emergency occurring on campus or in the community immediately adjacent to campus. The MTSU Department of Public Safety will generally be able to provide adequate police control through mutual aid response from other agencies (RCEMA, 1987).

Section IV: Concept of Operations

A. General: "Emergency operations for law enforcement agencies will simply be an expansion of their normal daily responsibilities. These responsibilities include maintenance of law and order, traffic control, and crowd control." (RCEMA, 1987, p. G-1). The MTSU Department of Public Safety will be responsible for law enforcement activities and be augmented by support groups to assist in traffic and crowd control.

B. Phases of Management

1. Mitigation: The MTSU Department of Public Safety will continuously review and update its emergency operations plans and general orders.

2. Preparedness: The MTSU Department of Public Safety will prepare and continuously update plans for traffic control and communications. Further, it will provide any specialized training required for primary and support personnel.

3. Response:

a. The MTSU Department of Public Safety will maintain law and order at MTSU.

b. The MTSU Department of Public Safety will provide manned mobile units for warning purposes.

c. The MTSU Department of Public Safety will provide security for the Emergency Operations Center (EOC) and other key facilities on campus.

d. The MTSU Department of Public Safety will patrol evacuated areas and facilities.

e. The MTSU Department of Public Safety will support other emergency response operations as needed.

f. The MTSU Department of Public Safety will provide traffic and crowd control on campus.

g. The MTSU Department of Public Safety will issue passes to restricted areas to authorized persons.

h. The MTSU Department of Public Safety will post warning signs and/or barricades to mark restricted areas.

4. Recovery: The MTSU Department of Public Safety will continue response operations and assist in damage assessment activities.

C. Execution: Upon EOC activation, the MTSU Department of Public Safety Director will insure that a law enforcement representative is available in the EOC to coordinate emergency response activities with other departments, agencies, and operations. The MTSU Department of Public Safety will develop emergency response plans, general orders, and resource listings to support this plan. Plans, general orders, and resource listings will include guidelines for the provision of security to key facilities on campus, prisoners, evacuees, shelters, and congregate care facilities on campus. Appendix J lists all shelters and congregate care facilities at MTSU.

Section V: Organization and Assignment of Responsibilities

A. Organization: The MTSU Department of Public Safety is organized to facilitate effective coordination and control of law enforcement emergency response operations. The nature and scope of the emergency will determine the MTSU Department of Public Safety's role and position within the Incident Command System.

B. Assignment of Responsibilities: The MTSU Department of Public Safety Director or designated representative shall serve as the Law Enforcement Coordinator within the EOC. The MTSU Department of Public Safety is responsible for the coordination of all law enforcement emergency response operations at Middle Tennessee State University.

Section VI: Direction and Control

Law enforcement operations during wide-spread emergencies at the county, state, and national level will be coordinated by the Rutherford County Sheriff's Office through the Rutherford County EOC. However, each law enforcement agency will retain authority within its area of responsibility. The MTSU Department of Public Safety shall coordinate all law enforcement emergency response operations at Middle Tennessee State University.

Section VII: Continuity of Administration

Lines of succession shall be established by each department.

Section VIII: Administration and Logistics

A. Passes

The Executive Group will make any decisions for requiring special passes for access to Middle Tennessee State University property and facilities during emergencies. The order requiring special passes shall be issued through the MTSU EOC.

Over-enforcement of pass restrictions can paralyze campus operations while under-enforcement can hamper emergency response efforts. The following vehicles are exempt from special pass requirements: MTSU vehicles; marked utility company vehicles; military and government vehicles; marked city and county vehicles; relief agencies such as the American Red Cross and the Salvation Army; emergency vehicles such as police units, ambulances, and fire apparatus. *This does not include MTSU or county EOC security passes which are valid only for EOC access and are not to be used for any other purpose. The use of EOC security passes is defined in Appendix A.*

Many emergency response personnel and vehicles already have emergency passes. These passes should be accepted as valid unless there is a reasonable doubt as to their authenticity. The MTSU Department of Public Safety shall make the final determination of a pass's validity should there be any question.

B. Communications: The MTSU emergency communications network, including law enforcement, is found in Appendix C.

C. Resources: The MTSU Department of Public Safety shall maintain a listing of available law enforcement resources that shall be reviewed and updated annually and each time this plan is activated.

D. Key Facilities: The MTSU Department of Public Safety shall prepare and maintain a list of all university facilities necessary for emergency operations or requiring special police protection during emergencies. Key facilities on the MTSU campus are identified in Table 4.

E. Traffic Control Points: Key traffic control points for the MTSU campus are identified in Table 5.

F. Personnel Protection in Hazardous Environments: All emergency response personnel shall obtain the appropriate personal protective equipment, instruments, antidotes, and clothing necessary for the performance of their tasks in hazardous environments encountered. Emergency response personnel without the appropriate equipment for the hazards encountered shall be barred from the incident area.

Section IX: Plan Development and Maintenance

The MTSU Department of Public Safety is responsible for insuring its operational capabilities. The MTSU Department of Public Safety is also responsible for planning all law enforcement operations at the university.

The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and Emergency Operations Center staff are responsible for being familiar with its contents (RCEMA, 1987).

Facility Number	Hazardous Materials?	Security Required?	Facility Name
P008	Yes	Yes	Wiser-Patten Science Building
P0043	Yes	No	Co-Generation Plant
P0041	Yes	Yes	Davis Science Building
P0054	No	Yes	McFarland Health Services Building
P0056	No	Yes	Holmes Building
P0058	No	Yes	Haynes-Turner Building
P0059	Yes	Yes	Bayer-Travis Building
P0060	Yes	No	Maintenance Warehouse
P0061	Yes	Yes	Telecommunications
P0069	No	No	Murphy Athletic Center
P0070	No	No	Tennessee Livestock Center
P0074	No	No	McWherter Learning Resource Center
T121	No	No	WMOT Transmitter

Table 4: Key Facilities on MTSU Campus

Control Point	Location	Number of Vehicles	Destination District (As designated by county EOP)
1	Greenland Drive & C Street	1250	D-II
2	Rutherford Boulevard & 2nd Street	1250	D-II
3a	Womack Drive & East Main Street	500	D-II
3b	Womack Drive & 1st Street	500	TCP 3a
4a	Baird Lane & East Main Street	650	D-II
4b	Baird Lane & 1st Street	650	TCP 4a
5	Loop Drive & East Main Street	350	D-II
6a	Bell Street & Tennessee Boulevard	650	D-II
6b	Tennessee Boulevard & Industrial Studies Lot	200	D-II
7	Tennessee Boulevard & Faulkinberry	650	D-II
8a	Greenland Drive & Greenland Lot A	500	D-II
8b	Greenland Drive & Greenland Lot B	500	D-II
8c	Greenland Drive & Greenland Lot C	500	D-II
9	2nd Street & C Street		As Directed
10	A Street & Faulkinberry		As Directed

Table 5: MTSU Traffic Control Points

APPENDIX H FIRE, EMERGENCY MEDICAL, AND RESCUE

Section I: Purpose

Procedures at Middle Tennessee State University for providing fire suppression, emergency medical, and search and rescue operations are identified in this appendix.

Section II: Situation

Middle Tennessee State University has no capability for providing fire suppression, emergency medical, and search and rescue services. The university relies completely on fire suppression, emergency medical, and search and rescue agencies from the City of Murfreesboro and Rutherford County for these services. Fire prevention activities at MTSU are conducted by MTSU Environmental Health and Safety Services.

Section III: Assumptions

The majority of emergency situations requiring fire suppression, emergency medical, and search and rescue services will be handled by the Murfreesboro Fire Department, Rutherford County Emergency Medical Services, and the Rutherford County Rescue Squad. Additional resources, from other fire departments in Rutherford County as well as state and federal agencies, are available on request through the Rutherford County Emergency Management Agency.

Section IV: Concept of Operations

A. General: Fire suppression, emergency medical, and search and rescue services during emergencies that are restricted to the university will be requested directly through the appropriate dispatching agency. Fire suppression, emergency medical, and search and rescue services during emergencies at the city, county, state, or national levels shall be requested through the Rutherford County Emergency Management Agency or EOC.

B. Phases of Management

1. Mitigation: The university should adhere to fire and building codes during all phases of facility operation, maintenance, alteration, or construction. This plan should continuously be reviewed and updated. Fire prevention and safety programs should be conducted on a regular basis.

2. Preparedness: Training exercises for fire suppression, emergency medical, and search and rescue agencies that will be expected to respond to the university should be arranged and conducted on a regular basis.

3. Response: The appropriate fire suppression agencies should be notified immediately on activation of a fire alarm or fire suppression system or on discovery of a fire, regardless of size or extinguishment. The appropriate emergency medical or search and rescue agencies should be notified immediately on discovery of a medical emergency or potentially life threatening situation requiring their services. The MTSU Department of Public Safety should provide any assistance requested from responding fire suppression, emergency medical, and search and rescue agencies.

4. Recovery: Investigation of the cause and origin of fires and explosions at university facilities shall be conducted by MTSU Environmental Health and Safety as well as appropriate city, state, and federal agencies. Cases concerning fires and explosions resulting from other than natural or accidental causes shall be referred to the MTSU Department of Public Safety for criminal investigation. Damages will be assessed and required decontamination will be conducted. Emergency response operations will be continued as required. Unsafe buildings or structures will be repaired or demolished.

Section V: Organization and Responsibilities

A. Organization: The organization of fire suppression, emergency medical, and rescue operations shall be the responsibility of the responding agency. The MTSU EOC, on activation, shall coordinate university resources with the needs of the on-scene commander. Emergency medical services providing emergency medical care to persons other than emergency response personnel shall be organized as the Emergency Medical Services Branch (EMS) under the Operations Section within the Incident Command System. Emergency medical services providing emergency medical care to emergency response personnel shall be organized as the Medical Unit under the Service Branch of the Logistics Section within the Incident Command System.

B. Task Assignments

The MTSU Department of Public Safety shall be responsible for the immediate notification of the Murfreesboro Fire Department or county EOC, as appropriate, of all fires or explosions occurring on university property or in university facilities, regardless of the condition of the fire when discovered. Further, the MTSU Department of Public Safety shall immediately notify the MTSU Safety Officer of all fires or explosions occurring on university property or in university facilities, regardless of the condition of the fire when discovered. The MTSU Safety Officer shall be responsible for the coordination of all fire prevention and suppression activities.

The MTSU Department of Public Safety shall be responsible for the immediate notification of the Rutherford County Emergency Medical Services, Rutherford County Rescue Squad, or county EOC, as appropriate, of all medical emergencies occurring on university property or in university facilities. Further, the MTSU Department of Public Safety shall immediately notify the MTSU Safety Officer of all medical emergencies occurring on university property or in university facilities.

MTSU Health Services shall assume the duties and responsibilities of the Medical Unit upon implementation of the Incident Command System and the MTSU Health Services Director shall be designated as the Medical Unit Supervisor.

Section VI: Direction and Control

The senior fire officer on the scene shall be responsible for directing all fireground operations. The senior rescue officer on the scene shall be responsible for directing all search and rescue operations. The senior emergency medical service person on the scene shall be responsible for directing all emergency medical operations. Routine operations shall be handled by applicable standard operating procedures.

Section VII: Continuity of Administration

Lines of succession shall be established by each department.

Section VIII: Administration and Logistics

A. Communications: The MTSU emergency communications network, including fire suppression, emergency medical, and search and rescue agencies, is found in Appendix C.

B. Resources: The MTSU Department of Public Safety shall maintain a listing of available fire suppression, emergency medical, and search and rescue resources that shall be reviewed and updated annually and each time this plan is activated.

C. Key Facilities: The MTSU Department of Public Safety shall prepare and maintain a list of all university facilities necessary for emergency operations or requiring special police protection during emergencies. A listing of key MTSU facilities is found in Appendix G.

D. Personnel Protection in Hazardous Environments: All emergency response personnel shall obtain the appropriate personal protective equipment, instruments, antidotes, and clothing necessary for the performance of their tasks in hazardous environments encountered. Emergency response personnel without the appropriate equipment for the hazards encountered shall be barred from the incident area.

Section IX: Plan Development and Maintenance

The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents (RCEMA, 1987).

APPENDIX I HEALTH AND MEDICAL

Section I: Purpose

This appendix provides for disease control, sanitation, mental health, and other aspects of public health during emergencies.

Section II: Situation

Emergencies that cause the failure of the general utility infrastructure and interruption of health care services have the potential of producing complications such as disease, improper sanitation, food and water contamination, and other health problems.

Section III: Assumptions

There is an adequate capability, both on campus and in the surrounding community, to meet the health needs of the campus population during under emergency conditions. MTSU Health Services will be able to provide most of the campus health needs during an emergency with assistance from outside agencies.

Section IV: Concept of Operations

A. General: Emergency operations for MTSU Health Services will be an extension of its normal function. General duties will include the detection and control of disease causing agents and water purification. Another consideration will be general sanitation and waste disposal under emergency conditions. These operations will be in addition to those functions designated in Appendix H.

B. Phases of Management

1. Mitigation: MTSU Health Services will insure that all students entering the university have required immunizations. MTSU Health Services will provide Hepatitis B vaccinations to employees under the provisions of the MTSU Bloodborne Pathogen Exposure Control Plan. Further, MTSU Health Services will continue to provide normal public health awareness programs on campus.

2. Preparedness: MTSU Health Services will maintain available medical supplies. It shall also provide plans for emergency water supply, waste disposal, and laboratory activities in regard to examination of food and water and diagnostic tests in coordination with the Rutherford County Health/Medical Coordinator. MTSU Health Services will also make plans for the temporary emergency identification, registration, and disposal of the dead in coordination with the Rutherford County Medical Examiner and/or Health/Medical Coordinator.

3. Response: MTSU Health Services will, in coordination with the Rutherford County Health/Medical Coordinator, administer public information programs on campus that provide personal health and hygiene education. Further, MTSU Health Services will provide for disease control operations, sanitation activities, a potable water supply, and environmental health activities. Environmental health activities include food and water control, vermin control, and waste and refuse disposal. MTSU Health Services will also collect vital statistics concerning these operations.

4. Recovery: MTSU Health Services will continue response activities as needed and compile health reports for county, state, and federal health agencies.

C. Execution: MTSU Health Services will coordinate all health care activities with the Rutherford County Health/Medical Coordinator during county, state, and nation wide emergencies. MTSU Health Services will coordinate all health care activities with appropriate university departments and other agencies during those emergencies confined to campus.

Section V: Organization and Assignment of Responsibilities

A. Organization: The MTSU Health Services Director shall assume the duties of Medical Unit Supervisor upon implementation of this plan and the Incident Command System.

B. Task Assignments: MTSU Health Services shall be responsible for triage and first aid treatment of emergency response personnel upon implementation of this plan. MTSU Health Services will order the transport of those patients requiring care beyond first aid. MTSU Health Services will also be responsible for the management, utilization, and distribution of health care resources allocated to the university. Other responsibilities include: issuing health and hygiene instructions to the campus population, assisting with damage assessment operations, and maintenance of internal emergency recall rosters.

MTSU Health Services, in coordination with the medical examiner/coroner, shall coordinate: the recovery, identification, registration, and disposal of the dead; notification of the next of kin; and maintenance of records of deaths.

Section VI: Direction and Control

All emergency operations shall be directed from the MTSU Emergency Operations Center (EOC), in coordination with the county EOC, utilizing the Incident Command System. Routine operations shall be conducted in accordance with standard operating procedures.

Section VII: Continuity of Administration

Lines of succession shall be established by each department.

Section VIII: Administration and Logistics

A. General: All emergency response personnel should be familiar with the provisions of this plan. MTSU Health Services will make plans for emergency water supply, waste disposal, and laboratory activities in regard to examination of food and water and diagnostic tests in coordination with the Rutherford County Health/Medical Coordinator. MTSU Health Services will also make plans for the temporary emergency identification, registration, and disposal of the dead in coordination with the Rutherford County Medical Examiner/Coroner and/or Health/Medical Coordinator.

B. Temporary Morgue Locations:

The Rutherford County Emergency Management Plan, with the approval of the county medical examiner/coroner, has identified the Jennings & Ayers Funeral Home as the primary central morgue for receiving and processing mass fatalities. Only the living will be transported to the hospital. Those who die at the hospital will be handled by the hospital morgue (RCEMA, 1987).

The temporary morgue for Middle Tennessee State University shall be the west wing of the Tennessee Livestock Center. Refrigerated semi-trailers shall be located by Facilities Services at the Tennessee Livestock Center for the temporary storage of the dead until final disposition in accordance with state law.

C. Personnel Protection in Hazardous Environments: All emergency response personnel shall obtain the appropriate personal protective equipment, instruments, antidotes, and clothing necessary for the performance of their tasks in hazardous environments encountered. Emergency response personnel without the appropriate equipment for the hazards encountered shall be barred from the incident area.

Section IX: Plan Development and Maintenance

The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents (RCEMA, 1987).

Section X: Recommendations

1. MTSU Health Services should be equipped and trained to conduct water testing for potability.
2. MTSU Health Services should establish communications with the Rutherford County medical examiner/coroner for instructions regarding disposition of the dead.

APPENDIX J SHELTER AND MASS CARE

Section I: Purpose

Provisions for the shelter and mass care of evacuees under emergency conditions such as a natural disaster or attack are included in this appendix. This appendix also applies to those events that do not directly affect the university, but necessitate the use of university facilities for disaster relief.

Section II: Situation

A number of Middle Tennessee State University facilities have been identified as emergency shelters and congregate care facilities for emergency use by the Rutherford County Emergency Management Agency. Rutherford County has been designated as a reception area for 129,000 evacuees from Nashville in the event an attack appears imminent. Shelter activation can occur as a result of a number of events that do not directly affect the university.

Section III: Assumptions

Shelters and congregate care facilities will be managed by the American Red Cross assisted by university resources as needed under existing agreements. An emergency shelter opened for members of the campus community as a result of an emergency restricted to the campus will also be managed by the American Red Cross assisted by university resources. University activities scheduled for shelter facilities must be rescheduled or relocated upon shelter activation. Evacuation of the population of Nashville will only occur by order of the governor, probably in response to an order by the President of the United States.

Section IV: Concept of Operations

A. General

The Rutherford County Mass Care Coordinator has been assigned the primary responsibility for mass care services to disaster victims. Emergency registration, feeding, clothing, and lodging of campus disaster victims will be conducted by the American Red Cross in accordance with applicable provisions of the Rutherford County Emergency Management Plan and standard operating procedures for shelter activities.

Table 6 identifies MTSU facilities designated as congregate care facilities. The table includes the building number found in the Rutherford County Emergency Management Plan, the telephone number of the campus department to be notified, the number of spaces available for evacuees, and the facility number of the corresponding feeding facility and fallout shelter.

Congregate Care Facility	Building	Phone Number	Congregate Spaces	Feeding Facility	Fallout Shelter
Campus School	#448	895-1030	999	#78	Same
Family Housing C Building	#272	898-2860		#42	Wesley Foundation
Alumni Center	#281	898-2922	118	#42	Wesley Foundation
Industrial Studies	#282	898-2776	415	#42	St. Mark's
Kirksey Old Main	#283	898-2953	1,515	#43	LRC
Family Housing B Building	#285	898-2860	228	#43	MAB
Learning Resource Center	#286	898-2953	900	#43	LRC
Central Services	#287	898-2860	129	#44	CSB
Health Services	#288	898-2988	220	#44	MAA
Judd Hall	#289	898-2860	313	#44	CSB
Gracy Hall	#290	898-2860	313	#44	GRH
Family Housing A Building	#291	898-2860	263	#44	MAA
Bragg Graphic Arts	#292	898-2953	213	#44	BGA
Forrest Hall	#293	898-2470	136	#44	GRH
Art Annex	#294	898-2953	84	#44	BGA
Family Housing D Building	#313	898-2860	228	#47	MAD
Family Housing E Building	#314	898-2860	298	#48	MAE
Family Housing F Building	#315	898-2860	298	#48	MAF
Family Housing G Building	#316	898-2860	298	#48	MAG
Family Housing H Building	#317	898-2860	298	#48	MAG, MAD
Family Housing I Building	#318	898-2860	298	#47	MAK
Family Housing J Building	#319	898-2860	245	#47	MAE
Family Housing K Building	#320	898-2860	245	#47	MAF
Family Housing L Building	#321	898-2860	245	#47	MAK
Hastings Building	#333	898-2414	174	#51	Maint E
Haynes Building	#334	898-2414	227	#51	SAG
Maintenance Bldg E	#335	898-2414	351	#52	Same
Holmes Building	#336	898-2414	123	#51	SAG
Bayer Building	#337	898-2414	71	#51	SAG
Stark Agriculture	#338	898-2953	576	#52	Same

Table 6: MTSU Congregate Care Facilities (RCEMA, 1987)

Table 7 identifies MTSU emergency feeding facilities. It also shows the facility cooking capacity in meals per hour, the MTSU congregate care facilities served, and the total number of persons assigned and required meals served daily based on two meals per person per day.

Table 8 identifies MTSU facilities designated as fallout shelters. The table lists the name of the facility, the number of existing spaces in the 0-1 protection category, the number of existing spaces in the 2+ protection category, the total number of available spaces after upgrading existing shelters, and the cubic yards of soil required to complete the upgrading.

Table 9 identifies MTSU facilities designated as natural disaster shelters. These are the MTSU facilities designated in existing mutual aid agreements with the American Red Cross.

Feeding Facility	Cooking Capacity (Meals/Hour)	MTSU Congregate Care Facilities Served	Persons Assigned/ Meals Required
#42 Family Housing C Building	352	#272, #281, #282	1,759/3,518
#43 Family Housing B Building	535	#283, #285, #286	2,674/5,348
#44 Family Housing A Building	334	#287 to #294	1,671/3,342
#47 Family Housing D Building	252	#313 to 321	1,261/2,522
#48 Family Housing E Building	238	#313 to 321	1,192/2,384
#77 Ellington Human Sciences	244		1,222/2,444
#78 Campus School Cafeteria	222	#448	999/1,998

Table 7: MTSU Feeding Facilities (RCEMA, 1987)

B. Phases of Management

1. Mitigation: University personnel responsible for the management and operation of MTSU facilities identified as shelters or congregate care facilities shall be briefed on emergency shelter needs and agreements annually. Further, those responsible for the management and operation of MTSU facilities identified as shelters or congregate care facilities shall train their employees in emergency procedures and plan coordination with those responsible for conducting classes or other university activities in those facilities.

2. Preparedness: The MTSU Executive Group, MTSU Emergency Services Coordinator, Rutherford County Emergency Services Coordinator, American Red Cross, Rutherford County Mass Care Coordinator, or other competent authority shall notify those responsible for the management and operation of MTSU shelters or congregate care facilities of those university facilities to be opened as shelters. Those responsible for the management and operation of those MTSU facilities shall then notify those responsible for conducting classes or other university activities in those facilities of the shelter operation so that they may arrange for alternate dates or locations.

The Rutherford County Mass Care Coordinator shall advise the MTSU Emergency Services Coordinator of any university resources necessary for the safe and efficient operation of the shelter.

3. Response: The Rutherford County Mass Care Coordinator shall coordinate congregate care and shelter operations with the MTSU EOC or the MTSU Emergency Services Coordinator.

Fallout Shelter	Existing Spaces		Total After Upgrading		Soil Required (Cubic Yards)
	0-1	2+	0-1	2+	
Sims Hall	477	100	0	100	0
Smith Hall	1263	323	0	323	0
Todd Library	4099	568	793	3306	2256
Saunders Fine Arts	849	52	771	78	152
Alumni Gym	700	800	0	2439	1338
Industrial Studies	0	42	0	722	689
James Union	2123	1167	0	2326	1264
Lyon Hall	1948	32	1210	738	899
Monohan Hall	2396	980	0	2677	1586
Campus School	2124	0	644	1480	1309
Cope Administration	1580	702	666	914	525
Beasley Hall	384	10	0	715	751
Woodmore Cafeteria	0	36	0	586	566
Corlew Hall	1821	3194	0	4720	407
KUC	1978	825	0	3102	2014
Davis Science	1766	940	1766	940	0
Murphy Center	155	3570	0	11,119	4555
Ellington	133	0	0	1056	1090
Abernathy Hall	1333	97	348	985	1608
Ezell Hall	1333	97	348	985	1608
Jones Hall	547	0	67	480	566
Rutledge Hall	547	0	67	480	671
Kirksey Old Main	1346	474	0	2020	1877
Peck Hall	3519	936	0	3936	2112
Boutwell Dramatic Arts	816	114	816	114	0
Forrest Hall	288	0	0	576	692
Wood/Felder Hall	908	22	0	1076	1018
Gore Hall	512	0	58	454	735
Clement Hall	512	0	58	454	735
Wiser-Patten Science	8561	0	7313	1248	947
Cummings Hall	2955	2229	2955	2229	0
Deere Hall	606	0	0	880	1289
Nicks Hall	606	0	0	880	1289
Family Housing C	0	0	0	503	522
Family Housing B	0	0	0	437	438
LRC	0	0	0	2400	1644
Central Services	0	0	0	516	524
Gracy Hall	0	0	0	393	563
Family Housing A	0	0	0	503	522
Bragg Graphic Arts	0	0	0	855	683
Family Housing D	0	0	0	437	438
Family Housing E	0	0	0	570	556
Family Housing F	0	0	0	570	556
Family Housing G	0	0	0	570	556
Family Housing K	1333	97	348	985	1608
Maintenance E	0	0	0	1406	996
Stark Ag.	0	0	0	1364	1483
Campus School	2124	0	644	1480	1309

Table 8: MTSU Fallout Shelters Table (RCEMA, 1987)

Building Name	Location
Murphy Center	North Tennessee Blvd.
Campus School	Lytle Street at North Tennessee Blvd.

Table 9: MTSU Natural Disaster Shelters (RCEMA, 1987)

4. Recovery: The Rutherford County Mass Care Coordinator shall coordinate shelter operations with the MTSU Emergency Operations Center (EOC). MTSU EOC shall notify those responsible for the management and operation of MTSU shelters or congregate care facilities of those university facilities to be closed as shelters. Those responsible for the management and operation of those MTSU facilities shall then notify those responsible for conducting classes or other university activities in those facilities of the closing of the shelter operation so that normal operations can resume.

Section V: Organization and Assignment of Responsibilities

A. Organization: The American Red Cross is responsible for the management and control of congregate care facilities and shelters. Where the emergency is confined to the university the shelter operation shall be managed as a branch of the Logistics Section within the Incident Command System from the MTSU EOC. In all other cases shelter operations shall fall under the county EOC.

B. Responsibilities

1. American Red Cross: The American Red Cross is responsible for the management and control of congregate care facilities and shelters. All necessary supplies and personnel for these operations shall be provided or requisitioned by the Red Cross.

2. Middle Tennessee State University: Middle Tennessee State University is responsible for honoring mutual aid agreements regarding shelter operations.

3. MTSU Personnel Responsible for Management or Operation of Designated Facilities: Those responsible for the management and operation of those MTSU facilities shall be responsible for insuring the timely release of designated facilities for shelter or mass care operations. Those responsible for the management and operation of those MTSU facilities shall be responsible for the notification of those responsible for conducting classes or other university activities in those facilities so that they may arrange for alternate dates or locations. Those responsible for conducting classes or other university activities in those facilities are responsible for the arrangement of alternate dates or locations for their classes or other activities.

4. MTSU Facilities Services: The MTSU Facilities Services shall provide any maintenance services required for mass care and shelter operations in the designated facilities including supplemental communications, custodial services, or other necessary activities within Facilities Services capabilities.

5. MTSU Department of Public Safety: The MTSU Department of Public Safety shall provide security services to mass care and shelter facilities at MTSU as required.

Section VI: Direction and Control

Natural disaster shelters are activated by the Rutherford County Emergency Services Coordinator. All shelter activities at MTSU will be coordinated by the MTSU Emergency Services Coordinator and directed by the American Red Cross in accordance with existing agreements.

Section VII: Continuity of Administration

Lines of succession shall be established by each department.

Section VIII: Administration and Logistics

A. General: All emergency response personnel should be familiar with the provisions of this plan.

B. Personnel Protection in Hazardous Environments: All emergency response personnel shall obtain the appropriate personal protective equipment, instruments, antidotes, and clothing necessary for the performance of their tasks in hazardous environments encountered. Emergency response personnel without the appropriate equipment for the hazards encountered shall be barred from the incident area.

Section IX: Plan Development and Maintenance

The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents (RCEMA, 1987).

Section X: Recommendations

1. All university personnel working in any facility identified as a shelter should be informed that emergency operations take precedence over all other activities.
2. Signage should be provided for appropriately marking each university facility designated as a shelter. Temporary signage stored in a safe location to be posted as needed will be considered adequate.
3. University personnel that may be utilized in support of shelter operations should participate in shelter operation training conducted by the Rutherford County Chapter of the American Red Cross.

APPENDIX K EVACUATION

Section I: Purpose

This appendix provides for an orderly and coordinated evacuation of the Middle Tennessee State University Campus due to fire storm, hazardous materials accident, or other emergency.

Section II: Situation

A major fire, fire storm, hazardous materials accident, transportation accident, or other emergency could require the rapid and systematic evacuation of all or part of the Middle Tennessee State University Campus.

Section III: Assumptions

The campus population will both receive and understand emergency information from official sources concerning evacuation. Further, it is assumed that people will act in their own best interests and evacuate hazardous areas when advised to do so. The Executive Group will order a mandatory evacuation if necessary.

Section IV: Concept of Operations

A. General: Hazard factors to be considered for evacuation planning include: severity, available lead time, intensity, and duration. Logistics factors to be considered include the number of people to be evacuated, travel time required, travel distance required to insure safety, evacuation route availability, route capacities, and route vulnerability to the hazard.

B. Phases of Management

1. Mitigation: Identify potential areas for evacuation due to specific hazards such as flooding or a hazardous materials release. Identify disabled or mobility impaired persons who may require special assistance.

2. Preparedness: Identify disabled or infirm persons who may require special assistance. Plan evacuation routes based on the planning factors identified in this appendix.

3. Response: The Executive Group or other competent authority will issue necessary evacuation orders. The MTSU Department of Public Safety will perform traffic control functions as needed. Disabled or infirm persons will be evacuated. Public information will be provided and reception areas designated if necessary. Security will be provided for evacuated facilities.

4. Recovery: Return will be initiated as soon as possible and the MTSU Department of Public Safety will perform traffic control functions as needed.

C. Execution: This appendix is intended to be used in conjunction with other appendices in this plan, particularly Appendices D, G, J, and M. Key traffic control points are found in Table 5.

Section V: Organization and Responsibilities

A. Organization: The organizational structure for evacuation operations shall be the Incident Command System in Chapter Three of this plan.

B. Responsibilities

1. Executive Group/ Emergency Services Coordinator:

- a. Review applicable checklists;
- b. Development of evacuation plans;
- c. Issue evacuation orders;
- d. Coordinate evacuation operations;
- e. Coordinate relocation operations;
- f. Coordinate with Rutherford County Emergency Management Agency for establishment of a Disaster Assistance Center if needed;
- g. Coordinate with Rutherford County Emergency Management Agency for establishment of shelter and mass care if needed.

2. Public Information Officer (PIO): Coordinate with the county PIO for evacuation, shelter, mass care, and law enforcement information.

3. MTSU Department of Public Safety:

- a. Provide evacuation assistance;
- b. Coordinate law enforcement operations;
- c. Provide security for evacuated university facilities;
- d. Provide public information assistance;
- e. Provide perimeter and traffic control;
- f. Secure key facilities;
- g. Provide for the maintenance of law and order.

4. MTSU Motor Pool and Transportation:

- a. Provide buses and drivers for evacuation;
- b. Coordinate establishment of staging areas and procedures with the PIO and Department of Public Safety;

- c. Evacuate the disabled or infirm.

5. Facilities Services:

- a. Advise the Department of Public Safety on establishment of evacuation routes;
- b. Provide additional buses and drivers as needed;
- c. Maintain evacuation routes on campus;
- d. Refuel, repair, and maintain buses and other vehicles as needed.

6. Supervisory Personnel:

- a. Insure that all persons under their supervision have evacuated as directed by emergency response personnel.
- b. Advise emergency response personnel of any personnel under their supervision that cannot be accounted for or who may have failed to evacuate.
- c. Follow instructions of emergency response personnel until advised that the emergency has ended.

Section VI: Direction and Control

A. General: The overall authority for a general evacuation of the campus is the Executive Group. All evacuation activities shall be coordinated through the MTSU Emergency Operations Center (EOC), if activated, or the Department of Public Safety. Evacuated facilities become the responsibility of emergency management and response personnel. Department heads and other supervisory personnel shall relinquish control of facilities under their supervision to the appropriate emergency management and response personnel upon evacuation.

B. Hazardous Materials Incident: The initial evacuation of a 500 foot radius of a hazardous materials incident will be implemented immediately by the Department of Public Safety unless the latest edition of the U.S. Department of Transportation Emergency Response Guide Book or the chemical Material Safety Data Sheet specifies a greater distance. On order of the on-scene commander the evacuation area will be expanded to a 2,000 foot radius. Once this has been accomplished the Department of Public Safety will prepare for further evacuations on order of the on-scene commander in the event the incident escalates.

Evacuation routes and methods will be determined by the senior Department of Public Safety officer on the scene. Effective coordination between law enforcement and other emergency response personnel is mandatory for insuring the safety of the officers and evacuees.

The Rutherford County Emergency Management Agency shall be alerted immediately upon occurrence or discovery of a hazardous materials incident.

C. Flooding: Localized flooding occasionally occurs on campus. Warning will be provided in accordance with Appendix B. Department of Public Safety, Environmental Health and Safety Services, and University Housing and Residential Life personnel will be responsible for providing on-site assistance to affected members of the campus community. Additional assistance, if necessary, shall be requested from the Rutherford County Emergency Management Agency.

D. Localized Evacuation: Small scale evacuations will be coordinated and supervised through the MTSU Department of Public Safety assisted by MTSU Environmental Health and Safety Services.

Section VII: Continuity of Administration

Lines of succession shall be established by each department.

Section VIII: Administration and Logistics

A. General: All emergency response personnel should be familiar with the provisions of this plan.

B. Personnel Protection in Hazardous Environments: All emergency response personnel shall obtain the appropriate personal protective equipment, instruments, antidotes, and clothing necessary for the performance of their tasks in hazardous environments encountered. Emergency response personnel without the appropriate equipment for the hazards encountered shall be barred from the incident area.

Section IX: Plan Development and Maintenance

The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents (RCEMA, 1987).

Section X: Recommendations

1. Evacuation routes should be marked with appropriate signage from the campus core outward.
2. Marked evacuation routes should have individual designations to allow for the orderly direction of the campus population to safe areas through emergency public information.
3. Public Relations should produce radio and television announcements for each hazard and evacuation route combination for broadcast over the university radio and television stations.

APPENDIX L FACILITIES SERVICES

Section I: Purpose

This appendix identifies facilities support for emergency operations in order to provide essential public services and shelter upgrade support in a nuclear crisis.

Section II: Situation

MTSU has a significant capability available to support emergency operations on campus. This capability includes snow and ice removal, electric generators, portable pumps, earth moving, and other activities.

Section III: Assumptions

Utilities will provide their own personnel for maintaining water, gas, and electrical power supplies to the university. Repairs to university facilities will be carried out or supervised primarily by Facilities Services personnel. Equipment and personnel resources may be available through the Rutherford County Emergency Management Agency.

Section IV: Concept of Operations

A. General: The Facilities Services and Campus Planning organizational structures will remain intact, but shall be incorporated into the Incident Command System on activation of the MTSU Emergency Operations Center (EOC). Facilities Services resources will be committed to providing engineering services, debris clearance, snow and ice removal, maintenance and repair of university grounds and facilities, upgrading of fallout shelters, and other required support functions. Campus Planning resources will be utilized as technical specialists and damage assessment survey teams as required for the support of emergency operations.

When all university resources have been exhausted, it will be the Facilities Services Director's responsibility to arrange for additional resources from vendors. The Facilities Services Director may also request additional assistance through the MTSU EOC from the Rutherford County Emergency Management Agency.

B. Phases of Management

1. Mitigation: Procedures should be established for the issuance of emergency purchase orders in order to use contract resources.

2. Preparedness: Identify fallout shelters and provide upgrade support. Equipment should be maintained and readied. Evacuation procedures should be coordinated with the MTSU Department of Public Safety.

3. Response: Carry out the activities specified in this appendix. Coordinate utility and other public works activities by other agencies on campus. Upgrade shelters and provide other support as requested.

4. Recovery: Conduct damage assessment and clean-up operations. Repair damaged facilities and provide support to other university departments in returning to normal operations.

C. Execution: Requirements for engineering services, snow and ice removal, debris clearance, maintenance, repairs, and construction must be established by Facilities Services assisted by Campus Planning. Requirements for personnel, materials, and equipment should be established to meet these requirements. Document any needs that exceed university resources and arrange for emergency purchase orders to obtain additional resources when needed.

Section V: Organization and Responsibilities

A. Organization: Facilities Services and Campus Planning will function normally and shall be incorporated into the Incident Command System in accordance with their capabilities and resources.

B. Responsibilities: Facilities Services organizations and resources will be responsible for debris removal, snow and ice removal, shelter upgrading, damage assessment, restoration of vital services, supporting evacuation efforts, and keeping streets and key facilities open. Further, they shall also be responsible for providing technical assistance concerning the structural integrity and safe utilization of damaged facilities, safe utilization of damaged utility services, and requirements for shoring or reinforcement of damaged facilities required for the safe conduct of emergency operations.

The MTSU Emergency Services Coordinator is responsible for coordinating these operations with the county Emergency Services Coordinator or EOC as necessary. The county EOC is responsible for providing instructions and assistance for upgrading shelters.

Section VI: Direction and Control

The Executive Group shall retain control of university engineering resources during all emergencies.

Section VII: Continuity of Administration

Lines of succession shall be established by each department.

Section VIII: Administration and Logistics

A. General:

Maps showing water and gas pipelines, communications cables, steam lines, and chill water lines shall be maintained by the Facilities Services. Facilities Services will also maintain lists of resources available to support emergency operations.

The Office of Campus Planning will provide technical advice and assistance on request. The Office of Campus Planning will maintain lists of technical specialists, such as structural and civil engineers, available for the support of emergency operations. Current plans and blueprints shall be maintained for all campus facilities by Campus Planning. A duplicate set of plans and blueprints shall be maintained in another location from the Office of Campus Planning.

B. Personnel Protection in Hazardous Environments: All emergency response personnel shall obtain the appropriate personal protective equipment, instruments, antidotes, and clothing necessary for the performance of their tasks in hazardous environments encountered. Emergency response personnel without the appropriate equipment for the hazards encountered shall be barred from the incident area.

Section IX: Plan Development and Maintenance

The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents (RCEMA, 1987).

APPENDIX M TRANSPORTATION

Section I: Purpose

This appendix defines the requirements and responsibilities for the emergency transportation of people during emergency incidents.

Section II: Situation

University transportation resources could be over-taxed during a major emergency. Normal means of transportation may be disrupted during a significant emergency leaving many students, especially the disabled or infirm, without transportation.

Section III: Assumptions

The primary means of transportation will be by privately owned vehicle. For the attack hazard it will be unnecessary to evacuate the campus or to move large numbers of people with university resources. The existing transportation system will be preserved and used as much as possible.

Section IV: Concept of Operations

A. General

MTSU Motor Pool and Transportation will provide emergency transportation services using its existing resources under the direction of the MTSU Emergency Services Coordinator, Executive Group, or the appropriate unit under the Incident Command System. Further, MTSU transportation resources may be requested by the Rutherford County Emergency Management Agency Transportation Services Officer during county, state, or national level emergencies.

Transportation needs and priorities will be assessed and staging and loading areas will be established by the Transportation Coordinator through the EOC. Transportation requests will be routed to Motor Pool and Transportation by established communications procedures. Requests that cannot be met with university resources will be referred to the county EOC or Transportation Coordinator.

B. Phases of Management

- 1. Mitigation:** The MTSU Motor Pool and Transportation Service will identify possible transportation needs for various types of emergencies.
- 2. Preparedness:** MTSU Motor Pool and Transportation Service will review plans for transporting people at the university without personal transportation out of the hazard area or into shelter facilities located on campus or in the county; coordinate with MTSU Facilities Services for additional buses and drivers if needed; coordinate with the county

EOC and Transportation Coordinator for additional resources if needed; and coordinate with law enforcement and engineering services for evacuation routes and staging and loading areas.

3. Response: The MTSU Motor Pool and Transportation Service will implement the provisions of this appendix.

4. Recovery: The Motor Pool and Transportation Service will return transported persons to campus as needed. All plans will be reviewed and revised as required.

C. Execution: The manager of the Motor Pool and Transportation Service will report to the EOC on activation and assume the duties of the Transportation Coordinator.

Section V: Organization and Responsibilities

A. Organization: Transportation services will be placed into the Incident Command System organization as appropriate to the nature and extent of the emergency.

B. Responsibilities: The Transportation Coordinator shall be responsible for coordinating emergency transportation of evacuees, emergency response personnel, medicine, equipment, supplies, or consumables in support of all emergency operations on request. Further he shall coordinate with the county Transportation Coordinator and other campus emergency services for route assignments, staging and loading area assignments, and augmentation of other functional areas as necessary.

The MTSU Motor Pool and Transportation Service will maintain internal emergency recall rosters and communications systems. Procedures will be developed for the emergency refueling, maintenance, and repair of buses and other assigned vehicles.

Section VI: Direction and Control

The manager of the Motor Pool and Transportation Service will establish procedures for providing emergency transportation from hazard areas at Middle Tennessee State University to shelter or reception areas and the return of evacuees. Further, the manager of the Motor Pool and Transportation Service will identify local transportation resources available from commercial and government sources and make arrangements for the issuance of emergency purchase orders or mutual aid agreements to obtain those services when needed.

Section VII: Continuity of Administration

Lines of succession shall be established by each department.

Section VIII: Administration and Logistics

A. Communications: The Transportation Coordinator use communications procedures established in Appendix C of this plan for coordinating transportation requests.

B. Personnel Protection in Hazardous Environments: All emergency response personnel shall obtain the appropriate personal protective equipment, instruments, antidotes, and clothing necessary for the performance of their tasks in hazardous environments encountered. Emergency response personnel without the appropriate equipment for the hazards encountered shall be barred from the incident area.

Section IX: Plan Development and Maintenance

The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents (RCEMA, 1987).

APPENDIX N RESOURCE MANAGEMENT

Section I: Purpose

This appendix establishes coordination of university resources during mitigation and preparedness for an effective response. Procedures are outlined for requesting assistance and resources during an emergency.

Section II: Situation

It is the responsibility of Middle Tennessee State University to protect the members of the campus community, as well as its facilities and resources, for the preservation of life and the continuation of the institutional mission.

Section III: Assumptions

Efficient coordination and deployment of resources during the mitigation and preparedness phases of an emergency will increase the effectiveness of the response. The initial response and recovery in any emergency will be made by university resources. Necessary assistance will be provided by the City of Murfreesboro and Rutherford County in those situations where university resources are inadequate.

Section IV: Concept of Operations

A. General:

Immediate and effective action will be taken by the university to protect the lives of the campus population, relieve hardship and suffering of the campus population, and protect university facilities. The university will commit all of its available resources to achieve this goal. Once all university resources are committed or expended the university will request assistance from the Rutherford County Emergency Management Agency.

Lists of available resources shall be maintained by the appropriate university departments as identified in this plan. The university shall maintain accurate records of all resources expended including manpower, equipment, and materials.

B. Phases of Management

1. Mitigation: The university will plan for providing emergency services. Activities will be coordinated through the Emergency Operations Center (EOC). Adequate personnel will be trained for the maximum utilization of university resources, including the following departments: Department of Public Safety, Environmental Health and Safety Services, Facilities Services, Office of Campus Planning, Health Services, Motor Pool and Transportation, and Housing.

2. Preparedness: Emergency resources and sources of assistance will be identified. Resources will be coordinated with the county EOC and other agencies to assure adequate resource availability.

3. Response: Resources will be distributed and managed based on the life safety assessment and victim needs, distribution centers will be identified, and services will be coordinated with all university departments and county emergency management. Response activities of other agencies will be coordinated and records maintained of services, materials, equipment, and other resources rendered.

4. Recovery: Victims' needs, costs of required resources, and the impact of the emergency on university resources will be assessed. Public information will be provided to the victims as needed.

Section V: Organization and Assignment of Responsibilities

A. Organization: Daily operations of MTSU Environmental Health and Safety Services, the MTSU Department of Public Safety, Rutherford County Emergency Management Agency, and other local emergency response agencies and organizations provide planning and training for the maximum utilization of available resources should an emergency incident occur. The university will identify and coordinate the needs of the campus community during any emergency directly or indirectly affecting the campus population whether the emergency is wide-spread or confined to campus. Emergency operations and activities will be coordinated by means of the Incident Command System.

B. Responsibilities

1. Facilities Services: Acquire and maintain the following:

- a. Equipment such as backhoes, front-end loaders, dump trucks, portable generators, portable pumps, ventilation equipment, traffic control barricades, and chain saws;
- b. Emergency purchase orders for emergency equipment rental and/or purchase such as bulldozers, graders, backhoes, cranes, trucks, emergency generators, emergency lighting, and refrigerated semi-trailers;
- c. Emergency purchase orders for materials such as sand, dirt, concrete, lumber, shoring materials, and fuels.

2. Department of Public Safety: Acquire and maintain the following:

- a. Equipment such as portable radios, traffic control equipment, flashlights, medical aid kits, and other equipment necessary for the operation and maintenance of all assigned patrol units;

- b. Emergency purchase orders for emergency equipment rental and/or purchase.
- c. Mutual aid agreements with local, county, and state law enforcement agencies.

3. University Housing and Residential Life: Acquire and maintain the following:

- a. Emergency service agreements or purchase orders with Food Services for providing emergency meal services to campus residents and emergency response personnel utilizing food service facilities and food inventories available on campus.
- b. Emergency service agreements or purchase orders with local grocery stores and wholesalers for acquiring the necessary resources for providing emergency meal services to campus residents and emergency response personnel utilizing food service facilities available on campus.

Section VI: Direction and Control

The MTSU Emergency Services Coordinator will be responsible for the coordination of resource management activities on campus. The primary responsibility will be to identify sources where needed resources can be acquired. Resource coordination will be through the EOC by means of the Incident Command System. The MTSU EOC will coordinate its resource management activities with the County EOC. The Rutherford County Emergency Management Agency has the responsibility for these activities in the county.

Section VII: Continuity of Administration

Lines of succession shall be established by each department.

Section VIII: Administration and Logistics

A. Communications: Communications procedures are established in Appendix C of this plan.

B. Personnel Protection in Hazardous Environments: All emergency response personnel shall obtain the appropriate personal protective equipment, instruments, antidotes, and clothing necessary for the performance of their tasks in hazardous environments encountered. Emergency response personnel without the appropriate equipment for the hazards encountered shall be barred from the incident area.

Section IX: Plan Development and Maintenance

The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents (RCEMA, 1987).

APPENDIX O TRAINING AND EDUCATION

Section I: Purpose

The procedures for provision of emergency preparedness and operations training for university departments and key staff personnel are established in this appendix. Also, necessary education for the campus community in fundamentals of emergency safety and survival for application before and during an emergency is identified.

Section II: Situation

An emergency that can cause great loss of life or undue hardship can occur at any time. Effective implementation of this plan will require knowledgeable personnel who are trained and able to carry out their duty assignments during any emergency situation. Primary responsibility for the effective implementation of this plan rests with the President of the institution.

Emergency management training is available from the Rutherford County Emergency Management Agency, the Tennessee Emergency Management Agency, and the Federal Emergency Management Agency. Formal training courses, seminars, exercises, advice, training aids, and training materials are available from these agencies at little or no cost.

Section III: Assumptions

Emergencies, by their nature, subject their victims to threats to life and other undue hardships. Untrained personnel can seriously undermine the entire emergency preparation, response, and recovery effort and unnecessarily compound the problems created by the emergency. Effective and regular training will produce the necessary skills for an effective emergency response. Effective use of lead time for increased readiness training prior to the onslaught of an emergency will enable emergency response organizations to carry out essential tasks from effective plans.

Section IV: Concept of Operations

Training must be accomplished in two phases. The first phase is the initial training required to qualify emergency management and response personnel for their duty assignments. The second phase consists of sustainment training in the form of exercises or simulations to refresh individual skills and revise, test, and update emergency operations plans.

A minimum of two exercises should be conducted each calendar year. One should be announced and the other unannounced. Exercises should be coordinated with county emergency management exercises to the maximum extent possible. All university emergency operations exercises should be evaluated by the Rutherford County Emergency Management Agency.

The goal of MTSU Environmental Health and Safety Services is a ". . . periodic stimulation of interest in continuing education and training. . ." (RCEMA, 1987, p. P-3). Training and education must also be tailored to the unique aspects of the university and its diverse resources.

Section V: Organization and Responsibilities

The MTSU Safety Officer is responsible for the development and periodic update of the MTSU Emergency Operations Plan and associated training. Campus training and education programs for emergency management and response personnel will be developed and reviewed annually for their adequacy. Attendance in seminars, workshops, formal training, and other training and educational forums conducted by the Rutherford County Emergency Management Agency, the Tennessee Emergency Management Agency, and the Federal Emergency Management Agency that are consistent with the needs of the university shall be attended by all university personnel with emergency response duties as available.

The MTSU Safety Officer is also responsible for establishing a close liaison with the Rutherford County Emergency Management Agency. Further, the MTSU Safety Officer will insure the availability of training for university personnel including, but not limited to: shelter management, radiological monitoring, damage assessment, emergency public information, simulated disaster exercises and drills, EOC operations, fire fighting, and first aid.

Section VI: Direction and Control

Emergency response training and education programs shall be coordinated with the assistance and guidance of the MTSU Emergency Services Coordinator. Training exercises shall be conducted on site to the maximum extent possible without undue interruption of normal university operations.

Section VII: Continuity of Administration

Lines of succession shall be established by each department.

Section VIII: Administration and Logistics

A. Administration: The MTSU Safety Officer will periodically distribute a schedule of required training. University emergency personnel required to attend available training shall coordinate their attendance through the Safety Officer.

B. Logistics: There are training materials available on emergency management and response subjects including individual survival, medical self-help, rescue skills, high rise building evacuation, radiological monitoring, shelter management, and damage assessment. Materials are also available on a variety of other pertinent subjects.

Emergency management and response instruction can be acquired through a number of sources. Consideration should be given to the instructor's qualifications and subject relevance.

Section IX: Plan Development and Maintenance

The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents (RCEMA, 1987).

Section X: Recommendations

1. A minimum of two emergency operations exercises should be conducted annually that involves all university personnel with emergency management or response duties.
2. Emergency Operations Center (EOC) personnel should conduct command post exercises twice a year separately from the full emergency operations exercises in order to train the EOC staff.
3. All personnel involved in emergency response should be provided with appropriate personal protective equipment and appropriate training in its use.

MTSU EMERGENCY OPERATIONS PLAN

HAZARD SPECIFIC CHECKLIST ANNEX

SECTION I: INTRODUCTION

The hazard specific checklists included in this Annex are for use by ESF Coordinators and designated MTSU Emergency Response personnel. The included checklists are comprehensive but not all inclusive. These checklists are compliant with MTSU Policies 700, 715, 730, 725, 730, and 735 (<https://www.mtsu.edu/policies/campus-health-safety-security/index.php>) as well as all external agencies that may be expected to respond to an emergency on the MTSU campus.

SECTION II: EMERGENCY ACTION CHECKLIST HAZARD LISTING

A. Tornado

1. Tornado Emergency Action Checklist: Emergency Management/Direction and Control (Figure P-1).
2. Tornado Emergency Action Checklist: Emergency Shelter and Mass Care (Figure P-2).
3. Tornado Emergency Action Checklist: Law Enforcement (Figure P-3).
4. Tornado Emergency Action Checklist: Fire, Emergency Medical, and Rescue (Figure P-4).
5. Tornado Emergency Action Checklist: Transportation (Figure P-5).
6. Tornado Emergency Action Checklist: Facilities Services (Figure P-6).
7. Tornado Emergency Action Checklist: Health and Medical (Figure P-7).

B. Flood

1. Flood Emergency Action Checklist: Emergency Management/Direction and Control (Figure P-8).
2. Flood Emergency Action Checklist: Emergency Shelter and Mass Care (Figure P-9).
3. Flood Emergency Action Checklist: Law Enforcement (Figure P-10).
4. Flood Emergency Action Checklist: Fire, Emergency Medical, and Rescue (Figure P-11).
5. Flood Emergency Action Checklist: Transportation (Figure P-12).
6. Flood Emergency Action Checklist: Facilities Services (Figure P-13).
7. Flood Emergency Action Checklist: Health and Medical (Figure P-14).

C. Transportation Accident

1. Transportation Accident Emergency Action Checklist: Emergency Management/Direction and Control (Figure P-15).
2. Transportation Accident Emergency Action Checklist: Law Enforcement (Figure P-16).

D. Hazardous Materials Release

1. Hazardous Materials Release Emergency Action Checklist: Emergency Management/Direction and Control (Figure P-17).
2. Hazardous Materials Release Emergency Action Checklist: All Emergency Response Personnel (Figure P-18).

E. Radiological Accident/Radiation Release

1. Radiological Accident/Radiation Release Emergency Action Checklist

- (Radiological Material Spill or Leak): MTSU Emergency Response Personnel (Figure P-19).
2. Radiological Accident/Radiation Release Emergency Action Checklist (Suspected Nuclear Weapon: No Explosion): MTSU Emergency Response Personnel (Figure P-20).
 3. Radiological Accident/Radiation Release Emergency Action Checklist (Suspected Nuclear Weapon: Explosion): MTSU Emergency Response Personnel (Figure P-21).

F. Winter Storm

1. Winter Storm Emergency Action Checklist: Emergency Management/Direction and Control (Figure P-22).
2. Winter Storm Emergency Action Checklist: Emergency Shelter and Mass Care (Figure P-23).
3. Winter Storm Emergency Action Checklist: Law Enforcement (Figure P-24).
4. Winter Storm Emergency Action Checklist: Fire, Emergency Medical, and Rescue (Figure P-25).
5. Winter Storm Emergency Action Checklist: Transportation (Figure P-26).
6. Winter Storm Emergency Action Checklist: Facilities Services (Figure P-27).
7. Winter Storm Emergency Action Checklist: Health and Medical (Figure P-28).

G. Earthquake

1. Earthquake Emergency Action Checklist: Emergency Management/Direction and Control (Figure P-29).
2. Earthquake Emergency Action Checklist: Emergency Shelter and Mass Care (Figure P-30).
3. Earthquake Emergency Action Checklist: Law Enforcement (Figure P-31).
4. Earthquake Emergency Action Checklist: Fire, Emergency Medical, and Rescue (Figure P-32).
5. Earthquake Emergency Action Checklist: Transportation (Figure P-33).
6. Earthquake Emergency Action Checklist: Facilities Services (Figure P-34).
7. Earthquake Emergency Action Checklist: Health and Medical (Figure P-35).

H. Civil Disturbance

1. Civil Disturbance Emergency Action Checklist: Emergency Management/Direction and Control (Figure P-36).
2. Civil Disturbance Emergency Action Checklist: Law Enforcement (Figure P-37).

I. PANDEMIC/ INFECTIOUS DISEASE OUTBREAK (2020)

1. Planning Emergency Action Checklist: All.
2. Preparation Emergency Action Checklist: All.
3. Response Emergency Action Checklist: All.
4. Recovery Emergency Action Checklist: All.

TORNADO EMERGENCY ACTION CHECKLIST

Emergency Management/Direction and Control

Tornado Watch

- ▢ 1. Issue tornado watch information.
- ▢ 2. Inform campus community.
- ▢ 3. Alert key personnel.
- ▢ 4. Review plans.
- ▢ 5. Inspect and test equipment.
- ▢ 6. Designate shelters to be opened as needed.
- ▢ 7. Monitor national weather service.
- ▢ 8. Establish communications with county emergency management.
- ▢ 9. Fuel vehicles and equipment.

Tornado Warning

- ▢ 1. Initiate Campus Warning Call System to issue tornado warning.
- ▢ 2. Inform campus community.
- ▢ 3. Activate MTSU EOC.
- ▢ 4. Advise MTSU Department of Public Safety mobile patrol units to observe and report tornado.
- ▢ 5. Notify county emergency management.
- ▢ 6. Activate university departmental emergency operations plans.
- ▢ 7. Mobilize university emergency response personnel.
- ▢ 8. Check and stage equipment.

Disaster Relief Operations

- ▢ 1. Initiate fire suppression, emergency medical, search, and rescue operations as needed.
- ▢ 2. Activate shelters as needed.
- ▢ 3. Contact relief agencies as needed.
- ▢ 4. Assign personnel for shelter assistance as needed.

Figure P-1: Tornado Emergency Action Checklist for Emergency Management and Direction and Control (RCEMA, 1987)

TORNADO EMERGENCY ACTION CHECKLIST

Emergency Shelter and Mass Care

Tornado Watch

- ▢ 1. Alert key personnel.
- ▢ 2. Review plans.
- ▢ 3. Contact relief agencies.
- ▢ 4. Assign personnel for shelter assistance.

Tornado Warning

- ▢ 1. Alert management of shelter facilities.
- ▢ 2. Implement emergency operations plans and procedures.
- ▢ 3. Relocate/Reschedule university activities located in shelter facilities as needed.
- ▢ 4. Mobilize shelter resources.
- ▢ 5. Notify county emergency management.
- ▢ 6. Coordinate shelter needs with county emergency management.
- ▢ 7. Establish shelter communications.

Tornado

- ▢ 1. Assign shelter representative to MTSU EOC.
- ▢ 2. Notify county emergency management.
- ▢ 3. Activate shelters as needed.
- ▢ 4. Arrange provision of food and comfort resources as needed.
- ▢ 5. Coordinate medical, health, and referral resources as needed.
- ▢ 6. Maintain coordination with relief agencies.
- ▢ 7. Register shelterees.
- ▢ 8. Provide appropriate university officials with all information concerning shelterees.
- ▢ 9. Provide county emergency management with all information concerning shelterees.

Disaster Relief

- ▢ 1. Provide supportive services as needed.
- ▢ 2. Provide for temporary housing of MTSU students and personnel as needed.
- ▢ 3. Report all pertinent information to county emergency management.
- ▢ 4. Conduct damage assessment.

Figure P-2: Tornado Emergency Action Checklist for Emergency Shelter and Mass Care
(RCEMA, 1987)

TORNADO EMERGENCY ACTION CHECKLIST

Law Enforcement

Readiness Conditions

- 1. Prepare for direction and control of evacuation and re-entry of MTSU facilities.
- 2. Coordinate all law enforcement operations on campus.
- 3. Provide MTSU EOC support as needed.

Normal Operations

- 1. Review plans.
- 2. Check warning systems and update notification and recall rosters.
- 3. Inform the campus community.

Tornado Watch

- 1. Assist in issuance of tornado watch information.
- 2. Inspect and test equipment.
- 3. Inspect and fuel all vehicles.
- 4. Alert all personnel.
- 5. Review all emergency operations plans and procedures.

Tornado Warning

- 1. Assist in informing the campus community.
- 2. Mobilize all personnel.
- 3. Station mobile patrol units to observe and report weather conditions.
- 4. Provide representative to MTSU EOC.
- 5. Implement emergency operations plans and procedures.
- 6. Provide security as needed.
- 7. Provide traffic control as needed.
- 8. Protect key facilities as needed.
- 9. Provide communications and mobile warning support as needed.

Tornado

- 1. Assist in fire suppression, emergency medical, search, and rescue operations as needed.
- 2. Provide representative to MTSU EOC.
- 3. Protect key facilities as needed.
- 4. Provide traffic control as needed.
- 5. Provide communications and mobile warning support as needed.
- 6. Provide restricted area control as needed.
- 7. Assist in damage assessment as needed.
- 8. Provide weather information to MTSU EOC and county emergency management.

Disaster Relief Operations

- 1. Render assistance as needed.
- 2. Provide restricted area control as needed.
- 3. Assist in damage assessment as needed.
- 4. Assist in fire suppression, emergency medical, search, and rescue operations as needed.
- 5. Inform MTSU EOC of all equipment and personnel needs.
- 6. Provide communications support as needed.

Figure P-3: Tornado Emergency Action Checklist for Law Enforcement (RCEMA, 1987)

TORNADO EMERGENCY ACTION CHECKLIST
Fire, Emergency Medical, and Rescue

Tornado Warning

- 1. Coordinate for fire suppression, emergency medical, and rescue support.
- 2. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials locations as needed.

Tornado and Disaster Relief Operations

- 1. Warn occupants of involved facilities.
- 2. Evacuate occupants of involved facilities.
- 3. Request fire suppression, emergency medical, and rescue support as needed.
- 4. Advise fire suppression, emergency medical, and rescue agencies of emergency routes to emergency scene.
- 5. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials involved as needed.
- 6. Provide assistance to fire suppression, emergency medical, search, and rescue agencies as requested.
- 7. Report progress of fire suppression, emergency medical, and rescue operations to MTSU EOC.
- 8. Release fire suppression, emergency medical, search, and rescue assets as soon as possible.

Figure P-4: Tornado Emergency Action Checklist for Fire, Emergency Medical, and Rescue Operations (RCEMA, 1987)

TORNADO EMERGENCY ACTION CHECKLIST

Transportation

Tornado Watch

- 1. Inspect all vehicles and equipment.
- 2. Fuel all vehicles.
- 3. Assign drivers to specific vehicles.
- 4. Check the locations of all shelters.
- 5. Check the routes to all shelters.
- 6. Review emergency operations plans and procedures.
- 7. Alert all transportation personnel.

Tornado Warning

- 1. Assign a representative to the MTSU EOC.
- 2. Mobilize transportation personnel.
- 3. Provide transportation as needed.
- 4. Monitor and report weather conditions to the MTSU EOC.
- 5. Identify transportation support personnel.

Tornado

- 1. Provide transportation as needed.
- 2. Monitor and report weather conditions to the MTSU EOC.
- 3. Transport personnel, food, supplies, equipment, and essential materials to shelters and emergency scenes as needed.
- 4. Coordinate all transportation requests through the MTSU EOC.
- 5. Assist in damage assessment as needed.

Disaster Relief

- 1. Coordinate all transportation requests through the MTSU EOC.
- 2. Assist in damage assessment as needed.

Figure P-5: Tornado Emergency Action Checklist for Transportation (RCEMA, 1987)

TORNADO EMERGENCY ACTION CHECKLIST

Facilities Services

Tornado Watch

- 1. Inspect all vehicles and equipment.
- 2. Fuel all vehicles.
- 3. Review all emergency operations plans and procedures.
- 4. Check locations of all shelters.
- 5. Inspect conditions of all shelters.
- 6. Upgrade shelters as needed.

Tornado Warning

- 1. Assign a representative to the MTSU EOC.
- 2. Mobilize emergency personnel.
- 3. Monitor and report weather conditions to the MTSU EOC.
- 4. Provide personnel and equipment as needed.
- 5. Provide for storage and dispensing of fuel.

Tornado

- 1. Maintain all streets and utilities.
- 2. Coordinate for utility repairs from external agencies.
- 3. Maintain services to key facilities.
- 4. Coordinate all requests for additional resources through the MTSU EOC.
- 5. Clear debris and continue garbage disposal activities.
- 6. Provide personnel and equipment as needed.
- 7. Provide emergency power to key facilities as needed.

Disaster Relief Operations

- 1. Repair and restore all services to affected areas as soon as possible.
- 2. Conduct damage assessment.
- 3. Provide emergency power to key facilities as needed.
- 4. Provide potable water as needed.

Figure P-6: Tornado Emergency Action Checklist for Facilities Services
(RCEMA, 1987)

TORNADO EMERGENCY ACTION CHECKLIST

Health and Medical

Tornado Watch

- 1. Alert key personnel and facilities.
- 2. Review emergency operations plans and procedures.
- 3. Inspect shelters.

Tornado Warning

- 1. Provide representative to MTSU EOC.
- 2. Mobilize key personnel.
- 3. Implement emergency operations plans and procedures.
- 4. Man first aid stations as needed.
- 5. Inventory health and medical resources.
- 6. Coordinate medical resource allocation.

Tornado

- 1. Mobilize health and medical personnel and assign them to designated facility.
- 2. Insure that shelters are maintained in sanitary conditions.
- 3. Report pertinent health information to the MTSU EOC and the county Health and Medical Coordinator.
- 4. Arrange for the retrieval, identification, and storage of bodies of persons killed.
- 5. Open temporary morgue as needed.
- 6. Provide general health care.
- 7. Inspect sanitation conditions.

Recovery

- 1. Evaluate health aspects of re-entry into affected areas and advise the MTSU EOC.
- 2. Conduct or cause to be conducted food and water inspections as needed.
- 3. Provide general health care.

Figure P-7: Tornado Emergency Action Checklist for Health and Medical
(RCEMA, 1987)

FLOOD EMERGENCY ACTION CHECKLIST
Emergency Management/Direction and Control

Flood Watch

- 1. Activate MTSU EOC.
- 2. Inform campus community
- 3. Alert key personnel.
- 4. Review emergency operations plans.
- 5. Inspect and test equipment.
- 6. Designate shelters to be opened as needed.
- 7. Monitor the National Weather Service.

Flood Warning

- 1. Inform campus community.
- 2. Staff MTSU EOC as needed.
- 3. Advise MTSU Department of Public Safety mobile patrol units to observe and report flooding.
- 4. Establish communications with the county EOC.
- 5. Implement emergency operations plans and procedures.
- 6. Mobilize emergency services and resources.
- 7. Stage equipment as needed.
- 8. Maintain and plot field situation reports.

Flood

- 1. Staff MTSU EOC as needed.
- 2. Inform campus community.
- 3. Notify the county EOC.
- 4. Evacuate flood-prone areas
- 5. Conduct rescue operations as needed.
- 6. Open and staff shelters as needed.
- 7. Maintain and plot field situation reports.
- 8. Provide medical support as needed.

Re-Entry and Recovery

- 1. Inform campus community.
- 2. Notify the county EOC.
- 3. Demobilize response personnel and EOC staff as needed.
- 4. Maintain and plot field status reports.
- 5. Assess shelter status and needs.
- 6. Initiate search and rescue operations if needed.
- 7. Provide victims with temporary housing, food service, and medical support as needed.
- 8. Conduct damage assessment.

Figure P-8: Flood Emergency Action Checklist for
Emergency Management and Direction and Control (RCEMA, 1987)

FLOOD EMERGENCY ACTION CHECKLIST

Emergency Shelter and Mass Care

Flood Watch

- 1. Alert key personnel.
- 2. Review plans.
- 3. Contact relief agencies.
- 4. Assign personnel for shelter assistance.

Flood Warning

- 1. Alert management of shelter facilities.
- 2. Implement emergency operations plans and procedures.
- 3. Relocate/Reschedule university activities located in shelter facilities as needed.
- 4. Mobilize shelter resources.
- 5. Notify county emergency management.
- 6. Coordinate shelter needs with county emergency management.
- 7. Establish shelter communications.

Flood

- 1. Assign shelter representative to MTSU EOC.
- 2. Notify county emergency management.
- 3. Activate shelters as needed.
- 4. Arrange provision of food and comfort resources as needed.
- 5. Coordinate medical, health, and referral resources as needed.
- 6. Maintain coordination with relief agencies.
- 7. Register shelterees.
- 8. Provide appropriate university officials with all information concerning shelterees.
- 9. Provide county emergency management with all information concerning shelterees.

Re-Entry and Recovery

- 1. Provide supportive services as needed.
- 2. Provide for temporary housing of MTSU students and personnel as needed.
- 3. Report all pertinent information to county emergency management.
- 4. Conduct damage assessment.

Figure P-9: Flood Emergency Action Checklist for Emergency Shelter and Mass Care
(RCEMA, 1987)

FLOOD EMERGENCY ACTION CHECKLIST

Law Enforcement

Flood Watch

- 1. Assist in issuance of flood watch information.
- 2. Inspect and test equipment.
- 3. Inspect and fuel all vehicles.
- 4. Alert all personnel.
- 5. Review all emergency operations plans and procedures.

Flood Warning

- 1. Assist in informing the campus community.
- 2. Mobilize all personnel.
- 3. Station mobile patrol units to observe and report weather conditions.
- 4. Provide representative to MTSU EOC.
- 5. Implement emergency operations plans and procedures.
- 6. Provide security as needed.
- 7. Provide traffic control as needed.
- 8. Protect key facilities as needed.
- 9. Provide communications and mobile warning support as needed.
- 10. Monitor streams, ponds, and low lying areas and report findings to the MTSU EOC.

Flood

- 1. Assist in emergency medical, search, and rescue operations as needed.
- 2. Assist in evacuation as needed.
- 3. Provide representative to MTSU EOC.
- 4. Protect key facilities as needed.
- 5. Provide traffic control as needed.
- 6. Provide communications and mobile warning support as needed.
- 7. Provide restricted area control as needed.
- 8. Assist in damage assessment as needed.
- 9. Provide weather information to MTSU EOC and county emergency management.

Re-Entry and Recovery

- 1. Control access to evacuated areas.
- 2. Prevent looting.
- 3. Render assistance as needed.
- 4. Provide restricted area control as needed.
- 5. Assist in damage assessment as needed.
- 6. Assist in emergency medical, search, and rescue operations as needed.
- 7. Inform MTSU EOC of all equipment and personnel needs.
- 8. Provide communications support as needed.

Figure P-10: Flood Emergency Action Checklist for Law Enforcement (RCEMA, 1987)

FLOOD EMERGENCY ACTION CHECKLIST
Fire, Emergency Medical, and Rescue

Flood Warning

- 1. Coordinate for fire suppression, emergency medical, and rescue support.
- 2. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials locations as needed.
- 3. Move non ambulatory persons in flood prone areas.
- 4. Provide assistance as required.

Flood and Re-Entry and Recovery Operations

- 1. Warn occupants of involved facilities.
- 2. Evacuate occupants of involved facilities.
- 3. Request fire suppression, emergency medical, and rescue support as needed.
- 4. Advise fire suppression, emergency medical, and rescue agencies of emergency routes to emergency scene.
- 5. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials involved as needed.
- 6. Provide assistance to fire suppression, emergency medical, search, and rescue agencies as requested.
- 7. Report progress of fire suppression, emergency medical, and rescue operations to MTSU EOC.
- 8. Release fire suppression, emergency medical, search, and rescue assets as soon as possible.

Figure P-11: Flood Emergency Action Checklist for Fire, Emergency Medical and Rescue Operations (RCEMA, 1987)

FLOOD EMERGENCY ACTION CHECKLIST

Transportation

Flood Watch

- 1. Inspect all vehicles and equipment.
- 2. Fuel all vehicles.
- 3. Assign drivers to specific vehicles and areas if water will restrict movement.
- 4. Check the locations of all shelters.
- 5. Check the routes to all shelters.
- 6. Review emergency operations plans and procedures.
- 7. Alert all transportation personnel.

Flood Warning

- 1. Assign a representative to the MTSU EOC.
- 2. Mobilize transportation personnel.
- 3. Provide transportation as needed.
- 4. Monitor and report weather conditions to the MTSU EOC.
- 5. Identify transportation support personnel.

Flood

- 1. Provide transportation as needed for evacuation.
- 2. Monitor and report weather conditions to the MTSU EOC.
- 3. Transport personnel, food, supplies, equipment, and essential materials to shelters and emergency scenes as needed.
- 4. Coordinate all transportation requests through the MTSU EOC.
- 5. Assist in damage assessment as needed.

Re-Entry and Recovery

- 1. Coordinate all transportation requests through the MTSU EOC.
- 2. Assist in damage assessment as needed.

Figure P-12: Flood Emergency Action Checklist for Transportation (RCEMA, 1987)

FLOOD EMERGENCY ACTION CHECKLIST

Facilities Services

Flood Watch

- 1. Inspect all vehicles and equipment.
- 2. Fuel all vehicles.
- 3. Review all emergency operations plans and procedures.
- 4. Check locations and condition of all shelters.
- 5. Assign crews and equipment to specific areas if water will restrict movement.
- 6. Upgrade shelters as needed.

Flood Warning

- 1. Assign a representative to the MTSU EOC.
- 2. Mobilize emergency personnel.
- 3. Monitor and report flood conditions to the MTSU EOC.
- 4. Provide personnel and equipment as needed.
- 5. Provide for storage and dispensing of fuel.

Flood

- 1. Maintain all streets and utilities.
- 2. Coordinate for utility repairs from external agencies.
- 3. Maintain services to key facilities.
- 4. Coordinate all requests for additional resources through the MTSU EOC.
- 5. Monitor and report flood conditions to the MTSU EOC.
- 6. Provide personnel and equipment as needed.
- 7. Provide emergency power to key facilities as needed.

Re-Entry and Recovery

- 1. Repair and restore all services to affected areas as soon as possible.
- 2. Conduct damage assessment.
- 3. Provide emergency power to key facilities as needed.
- 4. Provide potable water as needed.

Figure P-13: Flood Emergency Action Checklist for Facilities Services
(RCEMA, 1987)

FLOOD EMERGENCY ACTION CHECKLIST

Health and Medical

Flood Watch

- 1. Alert key personnel and facilities.
- 2. Review emergency operations plans and procedures.
- 3. Inspect shelters.

Flood Warning

- 1. Provide representative to MTSU EOC.
- 2. Mobilize key personnel.
- 3. Implement emergency operations plans and procedures.
- 4. Man first aid stations as needed.
- 5. Inventory health and medical resources.
- 6. Coordinate medical resource allocation.

Flood

- 1. Mobilize health and medical personnel and assign them to designated facility.
- 2. Insure that shelters are maintained in sanitary conditions.
- 3. Report pertinent health information to the MTSU EOC and the county Health and Medical Coordinator.
- 4. Arrange for the retrieval, identification, and storage of bodies of persons killed.
- 5. Open temporary morgue as needed.
- 6. Provide general health care.
- 7. Inspect sanitation conditions.

Re-Entry and Recovery

- 1. Evaluate health aspects of re-entry into flooded areas and advise the MTSU EOC.
- 2. Conduct or cause to be conducted food and water inspections.
- 3. Provide general health care.

Figure P-14: Flood Emergency Action Checklist for Health and Medical
(RCEMA, 1987)

TRANSPORTATION ACCIDENT EMERGENCY ACTION CHECKLIST
Emergency Management/Direction and Control

- 1. Assess the situation.
- 2. Determine the potential risk area.
- 3. Initiate fire suppression, emergency medical, search, and rescue operations as needed.
- 4. Notify county emergency management.
- 5. Activate MTSU EOC if needed.
- 6. Initiate Campus Warning Call System to issue warnings as needed.
- 7. Inform campus community.
- 8. Activate university departmental emergency operations plans.
- 9. Mobilize university emergency response personnel.
- 10. Determine involvement of hazardous materials.
- 11. Assist county emergency management, fire suppression, emergency medical, search, and rescue personnel as needed.

Figure P-15: Transportation Accident Emergency Action Checklist for Emergency Management and Direction and Control (RCEMA, 1987)

TRANSPORTATION ACCIDENT EMERGENCY ACTION CHECKLIST
Law Enforcement

- 1. Secure the area of the accident.
- 2. Notify the fire department, emergency medical service, and rescue squad.
- 3. Determine if hazardous materials are involved.
- 4. Notify the MTSU Emergency Services Coordinator.
- 5. Render aid and assistance within available capabilities and resources in coordination with other emergency services.

Figure P-16: Transportation Accident Emergency Action Checklist for Law Enforcement
(RCEMA, 1987)

HAZARDOUS MATERIALS RELEASE EMERGENCY ACTION CHECKLIST
Emergency Management/Direction and Control

- 1. Assess the situation.
- 2. Determine the potential risk area.
- 3. Initiate evacuation of risk area.
- 4. Initiate fire suppression, emergency medical, search, and rescue operations as needed.
- 5. Notify county emergency management.
- 6. Establish hot, warm, and cold zones.
- 7. Bar entry to hot and warm zones for all persons with less than HAZMAT Technician ratings.
- 7. Activate MTSU EOC if needed.
- 8. Initiate Campus Warning Call System to issue warnings as needed.
- 9. Inform campus community.
- 10. Activate university departmental emergency operations plans.
- 11. Mobilize university emergency response personnel.
- 12. Determine nature and type of hazardous materials if possible.
- 13. Assist county emergency management, fire suppression, emergency medical, search, and rescue personnel as needed.
- 14. Open shelters for evacuees if needed.
- 15. Establish the command post and staging areas upwind and well away from the release area.
- 16. Notify emergency medical service personnel and the hospital of any chemical or radiological contamination of the victims.
- 17. Assist county emergency management HAZMAT teams as requested.

Figure P-17: Hazardous Materials Release Emergency Action Checklist for Emergency Management and Direction and Control (RCEMA, 1987)

HAZARDOUS MATERIALS RELEASE EMERGENCY ACTION CHECKLIST

All Emergency Response Personnel

Before Initiating Response

- 1. Determine wind direction and speed from National Weather Service or dispatcher.
- 2. Find out product name of involved hazardous materials, if possible.
- 3. Find out form of materials, solid, liquid, or gas, if possible.
- 4. Find out if vapor cloud, fumes, or spill has been observed.
- 5. Find out the cloud or spill location: on roadway, in building, blocking access, etc.
- 6. Find out the approximate amount of involved hazardous materials, if possible.

Enroute

- 1. Plan route to approach the scene from upwind only.
- 2. Look up the material (if known) in the DOT Emergency Response Guidebook, MSDS data base, or other reference for toxic effects, exposure symptoms, reactions, health effects, and recommended emergency actions.

On-Scene

- 1. Gain control of ignition sources, reroute traffic, and secure the area.
- 2. Use binoculars from upwind at a safe distance to examine vehicle placards.
- 3. Stay away from spills or wet areas.
- 4. Park uphill and upwind from spill areas.
- 5. Stay upwind and well away from suspected vapor releases using the "Table of Initial Isolation and Protective Action Distances" found in the latest edition of the U.S. Department of Transportation Emergency Response Guidebook.
- 6. Enter the area slowly to prevent getting in too deep without realizing it.
- 7. Observe spectators if no release is seen to spot possible ill or unconscious persons.
- 8. Stop well back from the scene and wait for two personnel in SCBA to assess the situation. They should enter slowly using detection and explosion meters, incendive atmosphere lights, no radios, and stay out of observed chemicals.
- 9. Obtain information from bystanders, drivers, lab personnel, shipping papers, or material safety data sheets.
- 10. Establish ingress/egress control points for emergency services personnel and evacuees.
- 11. Establish separate holding areas for contaminated or exposed emergency response personnel or victims.
- 12. Obtain technical assistance on the involved hazardous material.
- 13. If the involved chemical cannot be identified assume that it is highly toxic, violently reactive, or explosive.
- 14. Restore the area to safe condition.

Figure P-18: Hazardous Materials Release Emergency Action Checklist for Emergency Response Personnel (International Society of Fire Service Instructors, 1993)

RADIOLOGICAL EMERGENCY ACTION CHECKLIST
(Radiological Material Spill or Leak)
MTSU Emergency Response Personnel

- 1. Assess the situation and immediately notify county emergency management.
- 2. Determine the potential risk area.
- 3. Initiate evacuation of risk area.
- 4. Rescue injured or trapped persons and remove them from the area.
- 5. Limit first aid to those actions necessary to save life or minimize injury.
- 6. Hold everyone involved in the area until the radiological survey team arrives and checks them with a radiation survey instrument.
- 7. If it is necessary to transport injured victims notify emergency medical service and hospital personnel of the possibility of radioactive contamination.
- 8. Bar entry to the area to all except emergency service personnel.
- 9. Advise all persons not to handle or remove any debris from the area.
- 10. Fight fire keeping upwind and out of smoke, fumes, and dust as much as possible.
- 11. DO NOT eat, drink, or smoke in the incident area or use any food or drinking water that may have contacted radioactive material.
- 12. DO NOT handle, use, or remove from the incident area any material, equipment, or other items suspected of being radioactively contaminated unless released by radiological monitoring personnel.
- 13. Cooperate with and assist county emergency management as requested.
- 14. Assist in the segregation and decontamination of contaminated persons as requested.
- 15. Obtain the names and addresses of all persons involved and provide to MTSU Environmental Health and Safety Services and county emergency management on request.

Figure P-19: Radiological Emergency Action Checklist for MTSU Emergency Response Personnel (Spill or Leak) (RCEMA, 1987)

RADIOLOGICAL EMERGENCY ACTION CHECKLIST
(Suspected Nuclear Weapon: No Explosion)
MTSU Emergency Response Personnel

- 1. Assess the situation and immediately notify county emergency management.
- 2. Evacuate and restrict the area of the incident for a minimum of 2,000 feet in all directions.
- 3. Rescue injured or trapped persons as quickly as possible and remove them and rescue personnel from the incident area.
- 4. Bar access to the area.
- 5. Initiate fire suppression, emergency medical service, and rescue operations as needed.
- 6. Fight fires as though toxic chemicals are involved: stay upwind; avoid smoke, dust, and fumes.
- 7. Cooperate with and assist county emergency management as requested.
- 8. Resume normal operations when the area is declared safe by radiological personnel.

Figure P-20: Radiological Emergency Action Checklist for MTSU Emergency Response Personnel (Suspected Nuclear Weapon: No Explosion) (RCEMA, 1987)

RADIOLOGICAL EMERGENCY ACTION CHECKLIST
(Suspected Nuclear Weapon: Explosion)
MTSU Emergency Response Personnel

- 1. Assess the situation and immediately notify county emergency management.
- 2. Evacuate and restrict the area of the incident for a minimum of 2,000 feet in all directions.
- 3. Rescue injured or trapped persons as quickly as possible and remove them and rescue personnel from the incident area.
- 4. Bar access to the area until advice can be obtained from radiological and ordnance experts.
- 5. Initiate fire suppression, emergency medical service, and rescue operations as needed.
- 6. Fight fires as though toxic chemicals are involved: stay upwind; avoid smoke, dust, and fumes.
- 7. Cooperate with and assist county emergency management as requested.
- 8. Resume normal operations when the area is declared safe by radiological personnel.

Figure P-21: Radiological Emergency Action Checklist for MTSU Emergency Response Personnel (Suspected Nuclear Weapon: Explosion) (RCEMA, 1987)

WINTER STORM EMERGENCY ACTION CHECK LIST
Emergency Management/Direction and Control

Winter Storm Watch

- 1. Activate MTSU EOC.
- 2. Inform campus community
- 3. Alert key personnel.
- 4. Review emergency operations plans.
- 5. Inspect and test equipment.
- 6. Designate shelters to be opened as needed.
- 7. Monitor the National Weather Service.

Winter Storm Warning

- 1. Inform campus community.
- 2. Staff MTSU EOC as needed.
- 3. Advise MTSU Department of Public Safety mobile patrol units to observe and report weather conditions.
- 4. Establish communications with the county EOC.
- 5. Implement emergency operations plans and procedures.
- 6. Mobilize emergency services and resources.
- 7. Stage equipment as needed.
- 8. Maintain and plot field situation reports.

Winter Storm

- 1. Staff MTSU EOC as needed.
- 2. Inform campus community.
- 3. Notify the county EOC.
- 4. Conduct rescue operations as needed.
- 5. Open and staff shelters as needed.
- 6. Maintain and plot field situation reports.

Disaster Relief

- 1. Inform campus community.
- 2. Notify the county EOC.
- 3. Demobilize response personnel and EOC staff as needed.
- 4. Maintain and plot field status reports.
- 5. Assess shelter status and needs.
- 6. Conduct damage assessment.

Figure P-22: Winter Storm Emergency Action Checklist for Emergency Management and Direction and Control (RCEMA, 1987)

WINTER STORM EMERGENCY ACTION CHECKLIST

Emergency Shelter and Mass Care

Winter Storm Watch

- 1. Alert key personnel.
- 2. Review plans.
- 3. Contact relief agencies.
- 4. Assign personnel for shelter assistance.

Winter Storm Warning

- 1. Alert management of shelter facilities.
- 2. Implement emergency operations plans and procedures.
- 3. Relocate/Reschedule university activities located in shelter facilities as needed.
- 4. Mobilize shelter resources.
- 5. Notify county emergency management.
- 6. Coordinate shelter needs with county emergency management.
- 7. Establish shelter communications.

Winter Storm

- 1. Assign shelter representative to MTSU EOC.
- 2. Notify county emergency management.
- 3. Activate shelters as needed.
- 4. Arrange provision of food and comfort resources as needed.
- 5. Coordinate medical, health, and referral resources as needed.
- 6. Maintain coordination with relief agencies.
- 7. Register shelterees.
- 8. Provide appropriate university officials with all information concerning shelterees.
- 9. Provide county emergency management with all information concerning shelterees.

Disaster Relief

- 1. Provide supportive services as needed.
- 2. Provide for temporary housing of MTSU students and personnel as needed.
- 3. Report all pertinent information to county emergency management.
- 4. Conduct damage assessment.

Figure P-23: Winter Storm Emergency Action Checklist for Emergency Shelter and Mass Care
(RCEMA, 1987)

WINTER STORM EMERGENCY ACTION CHECKLIST

Law Enforcement

Normal Operations

- 1. Review emergency operation plans.
- 2. Check warning systems and update notification and recall rosters.
- 3. Inform the campus community.

Winter Storm Watch

- 1. Assist in issuance of winter storm watch information.
- 2. Inspect and test equipment.
- 3. Inspect and fuel all vehicles.
- 4. Alert all personnel.
- 5. Review all emergency operations plans and procedures.
- 6. Conduct specialized training.
- 7. Provide communications support to emergency operations.
- 8. Provide traffic control as needed.

Winter Storm Warning

- 1. Assist in informing the campus community.
- 2. Mobilize all personnel.
- 3. Station mobile patrol units to observe and report weather conditions.
- 4. Provide representative to MTSU EOC.
- 5. Implement emergency operations plans and procedures.
- 6. Provide traffic control as needed.
- 7. Provide communications and mobile warning support as needed.

Winter Storm

- 1. Assist in fire suppression, emergency medical, search, and rescue operations as needed.
- 2. Provide representative to MTSU EOC.
- 3. Provide traffic control as needed.
- 4. Provide security as needed.
- 5. Provide communications and mobile warning support as needed.
- 6. Provide weather information to MTSU EOC and county emergency management.
- 7. Assist in damage assessment as needed.

Disaster Relief Operations

- 1. Render assistance as needed.
- 2. Provide restricted area control as needed.
- 3. Assist in damage assessment as needed.
- 4. Provide communications support as needed.

Figure P-24: Winter Storm Emergency Action Checklist for Law Enforcement (RCEMA, 1987)

WINTER STORM EMERGENCY ACTION CHECKLIST
Fire, Emergency Medical, and Rescue

Winter Storm Warning

- 1. Coordinate for fire suppression, emergency medical, and rescue support.
- 2. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials locations as needed.

Winter Storm and Disaster Relief Operations

- 1. Warn occupants of involved facilities.
- 2. Evacuate occupants of involved facilities.
- 3. Request fire suppression, emergency medical, and rescue support as needed.
- 4. Advise fire suppression, emergency medical, and rescue agencies of emergency routes to emergency scene.
- 5. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials involved as needed.
- 6. Provide assistance to fire suppression, emergency medical, search, and rescue agencies as requested.
- 7. Report progress of fire suppression, emergency medical, and rescue operations to MTSU EOC.
- 8. Release fire suppression, emergency medical, search, and rescue assets as soon as possible.

Figure P-25: Winter Storm Emergency Action Checklist for Fire, Emergency Medical, and Rescue (RCEMA, 1987)

WINTER STORM EMERGENCY ACTION CHECKLIST

Transportation

Winter Storm Watch

- 1. Inspect all vehicles and equipment.
- 2. Fuel all vehicles.
- 3. Assign drivers to specific vehicles and areas if emergency will restrict movement.
- 4. Check the locations of all shelters.
- 5. Check the routes to all shelters.
- 6. Review emergency operations plans and procedures.
- 7. Alert all transportation personnel.

Winter Storm Warning

- 1. Assign a representative to the MTSU EOC.
- 2. Mobilize transportation personnel.
- 3. Provide transportation as needed.
- 4. Monitor and report weather conditions to the MTSU EOC.
- 5. Identify transportation support personnel.

Winter Storm

- 1. Provide transportation as needed.
- 2. Monitor and report weather conditions to the MTSU EOC.
- 3. Transport personnel, food, supplies, equipment, and essential materials to shelters and emergency scenes as needed.
- 4. Coordinate all transportation requests through the MTSU EOC.
- 5. Assist in damage assessment as needed.

Disaster Relief

- 1. Coordinate all transportation requests through the MTSU EOC.
- 2. Assist in damage assessment as needed.

Figure P-26: Winter Storm Emergency Action Checklist for Transportation
(RCEMA, 1987)

WINTER STORM EMERGENCY ACTION CHECKLIST

Facilities Services

Winter Storm Watch

- 1. Inspect all vehicles and equipment.
- 2. Fuel all vehicles.
- 3. Review all emergency operations plans and procedures.
- 4. Check locations of all shelters.
- 5. Inspect conditions of all shelters.
- 6. Upgrade shelters as needed.
- 7. Assign crews and equipment to specific areas if storm will inhibit later movement.

Winter Storm Warning

- 1. Assign a representative to the MTSU EOC.
- 2. Mobilize emergency personnel.
- 3. Monitor and report weather conditions to the MTSU EOC.
- 4. Provide personnel and equipment as needed.
- 5. Provide for storage and dispensing of fuel.
- 6. Provide emergency power to key facilities as needed.
- 7. Provide potable water as needed.

Winter Storm

- 1. Maintain all streets and utilities.
- 2. Coordinate for utility repairs from external agencies.
- 3. Maintain services to key facilities.
- 4. Coordinate all requests for additional resources through the MTSU EOC.
- 5. Clear debris.
- 6. Provide personnel and equipment as needed.
- 7. Provide emergency power to key facilities as needed.
- 8. Provide potable water as needed.

Disaster Relief Operations

- 1. Repair and restore all services to affected areas as soon as possible.
- 2. Conduct damage assessment.
- 3. Provide emergency power to key facilities as needed.
- 4. Provide potable water as needed.

Figure P-27: Winter Storm Emergency Action Checklist for Facilities Services
(RCEMA, 1987)

WINTER STORM EMERGENCY ACTION CHECKLIST

Health and Medical

Winter Storm Watch

- 1. Alert key personnel and facilities.
- 2. Review emergency operations plans and procedures.
- 3. Inspect shelters.

Winter Storm Warning

- 1. Provide representative to MTSU EOC.
- 2. Mobilize key personnel.
- 3. Implement emergency operations plans and procedures.
- 4. Man first aid stations as needed.
- 5. Inventory health and medical resources.
- 6. Coordinate medical resource allocation.
- 7. Plan for epidemic control.

Winter Storm

- 1. Mobilize health and medical personnel and assign them to designated facility.
- 2. Insure that shelters are maintained in sanitary conditions.
- 3. Report pertinent health information to the MTSU EOC and the county Health and Medical Coordinator.
- 4. Arrange for the retrieval, identification, and storage of bodies of persons killed.
- 5. Open temporary morgue as needed.
- 6. Provide general health care.
- 7. Inspect sanitation conditions.
- 8. Provide for epidemic control.

Disaster Relief Operations

- 1. Evaluate health aspects of the emergency and advise the MTSU EOC.
- 2. Conduct or cause to be conducted food and water inspections as needed.
- 3. Provide general health care.

Figure P-28: Winter Storm Emergency Action Checklist for Health and Medical
(RCEMA, 1987)

EARTHQUAKE EMERGENCY ACTION CHECKLIST

Emergency Management/Direction and Control

Earthquake

- 1. Initiate Campus Warning Call System to issue warning if possible.
- 2. Inform campus community.
- 3. Activate MTSU EOC.
- 4. Notify county emergency management.
- 5. Activate university departmental emergency operations plans.
- 6. Mobilize university emergency response personnel.
- 7. Check and stage equipment.

Disaster Relief Operations

- 1. Initiate fire suppression, emergency medical, search, and rescue operations as needed.
- 2. Activate shelters as needed.
- 3. Contact relief agencies as needed.
- 4. Assign personnel for shelter assistance as needed.

Figure P-29:
Earthquake Emergency Action Checklist for Emergency Management and Direction and Control
(RCEMA, 1987)

EARTHQUAKE EMERGENCY ACTION CHECKLIST
Emergency Shelter and Mass Care

Earthquake

- 1. Assign shelter representative to MTSU EOC.
- 2. Notify county emergency management.
- 3. Activate shelters as needed.
- 4. Arrange provision of food and comfort resources as needed.
- 5. Coordinate medical, health, and referral resources as needed.
- 6. Maintain coordination with relief agencies.
- 7. Register shelterees.
- 8. Provide appropriate university officials with all information concerning shelterees.
- 9. Provide county emergency management with all information concerning shelterees.

Disaster Relief

- 1. Provide supportive services as needed.
- 2. Provide for temporary housing of MTSU students and personnel as needed.
- 3. Report all pertinent information to county emergency management.
- 4. Conduct damage assessment.

Figure P-30: Earthquake Emergency Action Checklist for Emergency Shelter and Mass Care
(RCEMA, 1987)

EARTHQUAKE EMERGENCY ACTION CHECKLIST

Law Enforcement

Readiness Conditions

- 1. Prepare for direction and control of evacuation and re-entry of MTSU facilities.
- 2. Coordinate all law enforcement operations on campus.
- 3. Provide MTSU EOC support as needed.

Normal Operations

- 1. Review plans.
- 2. Check warning systems and update notification and recall rosters.
- 3. Inform the campus community.

Earthquake

- 1. Assist in fire suppression, emergency medical, search, and rescue operations as needed.
- 2. Provide representative to MTSU EOC.
- 3. Protect key facilities as needed.
- 4. Provide traffic control as needed.
- 5. Provide communications and mobile warning support as needed.
- 6. Provide restricted area control as needed.
- 7. Assist in damage assessment as needed.

Disaster Relief Operations

- 1. Render assistance as needed.
- 2. Provide restricted area control as needed.
- 3. Assist in damage assessment as needed.
- 4. Assist in fire suppression, emergency medical, search, and rescue operations as needed.
- 5. Inform MTSU EOC of all equipment and personnel needs.
- 6. Provide communications support as needed.

Figure P-31: Earthquake Emergency Action Checklist for Law Enforcement
(RCEMA, 1987)

EARTHQUAKE EMERGENCY ACTION CHECKLIST
Fire, Emergency Medical, and Rescue

Earthquake and Disaster Relief Operations

- 1. Warn occupants of involved facilities.
- 2. Evacuate occupants of involved facilities.
- 3. Request fire suppression, emergency medical, and rescue support as needed.
- 4. Advise fire suppression, emergency medical, and rescue agencies of emergency routes to emergency scene.
- 5. Advise fire suppression, emergency medical, and rescue agencies of hazardous materials involved as needed.
- 6. Provide assistance to fire suppression, emergency medical, search, and rescue agencies as requested.
- 7. Report progress of fire suppression, emergency medical, and rescue operations to MTSU EOC.
- 8. Release fire suppression, emergency medical, search, and rescue assets as soon as possible.

Figure P-32:
Earthquake Emergency Action Checklist for Fire, Emergency Medical and Rescue Operations
(RCEMA, 1987)

EARTHQUAKE EMERGENCY ACTION CHECKLIST

Transportation

Earthquake

- 1. Provide transportation as needed.
- 2. Transport personnel, food, supplies, equipment, and essential materials to shelters and emergency scenes as needed.
- 4. Coordinate all transportation requests through the MTSU EOC.
- 5. Assist in damage assessment as needed.

Disaster Relief

- 1. Coordinate all transportation requests through the MTSU EOC.
- 2. Assist in damage assessment as needed.

Figure P-33: Earthquake Emergency Action Checklist for Transportation
(RCEMA, 1987)

EARTHQUAKE EMERGENCY ACTION CHECKLIST

Facilities Services

Earthquake

- 1. Maintain all streets and utilities.
- 2. Coordinate for utility repairs from external agencies.
- 3. Maintain services to key facilities.
- 4. Coordinate all requests for additional resources through the MTSU EOC.
- 5. Clear debris and continue garbage disposal activities.
- 6. Provide personnel and equipment as needed.
- 7. Provide emergency power to key facilities as needed.
- 8. Provide for storage and dispensing of fuel.
- 9. Upgrade shelters as needed.
- 10. Reinforce, shore, or demolish unsafe structures as needed.

Disaster Relief Operations

- 1. Repair and restore all services to affected areas as soon as possible.
- 2. Conduct damage assessment.
- 3. Provide emergency power to key facilities as needed.
- 4. Provide potable water as needed.

Figure P-34: Earthquake Emergency Action Checklist for Facilities Services (RCEMA, 1987)

EARTHQUAKE EMERGENCY ACTION CHECKLIST

Health and Medical

Earthquake

- 1. Mobilize health and medical personnel and assign them to designated facility.
- 2. Insure that shelters are maintained in sanitary conditions.
- 3. Report pertinent health information to the MTSU EOC and the county Health and Medical Coordinator.
- 4. Arrange for the retrieval, identification, and storage of bodies of persons killed.
- 5. Open temporary morgue as needed.
- 6. Provide general health care.
- 7. Inspect sanitation conditions.

Disaster Relief

- 1. Evaluate health aspects of re-entry into affected areas and advise the MTSU EOC.
- 2. Conduct or cause to be conducted food and water inspections as needed.
- 3. Provide general health care.

Figure P-35: Earthquake Emergency Action Checklist for Emergency Health and Medical
(RCEMA, 1987)

CIVIL DISTURBANCE EMERGENCY ACTION CHECKLIST
Emergency Management/Direction and Control

Civil Disturbance

- 1. Initiate Campus Warning Call System to issue warning if possible.
- 2. Inform campus community.
- 3. Activate MTSU EOC.
- 4. Notify county emergency management.
- 5. Activate university departmental emergency operations plans.
- 6. Mobilize university emergency response personnel.
- 7. Check and stage equipment.
- 8. Initiate fire suppression, emergency medical, search, and rescue operations as needed.
- 9. Activate shelters as needed.
- 10. Contact relief agencies as needed.
- 11. Assign personnel for shelter assistance as needed.

Figure P-36: Civil Disturbance Emergency Action Checklist for Emergency Management and Direction and Control (Kramer and Bahme, 1992)

CIVIL DISTURBANCE EMERGENCY ACTION CHECKLIST

Law Enforcement

- 1. The initial responding officer conducts an initial assessment as to the size, actions, and intentions of the crowd upon arrival at a situation involving a hostile or disorderly crowd.
- 2. The senior officer on duty takes charge of the scene.
- 3. The senior officer establishes command.
- 4. The senior officer designates a command post which may be the officer's police unit.
- 5. The officer begins gathering intelligence relating to the activity.
- 6. The officer monitors the crowd using all available resources.
- 7. The officer informs dispatch of all situation assessments.
- 8. The officer initiates no further action at this point, except to prevent injury to bystanders or major property damage.
- 9. The dispatcher notifies the Chief of Police, or his/her designee, upon receipt of the initial assessment from the on-scene officer and advise him/her of the officer's assessment.
- 10. The dispatcher monitors the situation and disseminates additional information as it is received.
- 11. The dispatcher serves as the contact point for other agencies.
- 12. The Chief of Police, or his/her designee, determines whether to attempt to resolve the situation internally or to declare the situation a civil disturbance and request assistance from the appropriate jurisdiction with guidance from the Executive Group.
- 13. The dispatcher contacts the emergency communications center for the appropriate assisting department on order of the Chief or his or her designee.
- 14. The dispatcher advises the communications center of all known circumstances of the situation.
- 15. The dispatcher requests additional police assistance as advised by the Chief of Police, or his/her designee.
- 16. The dispatcher requests that the shift commander of the assisting agency be notified of the request.
- 17. The dispatcher advises the communications center of the location of the assembly area/command post.
- 18. The Chief of Police, or his/her designee, and the ranking police official of the assisting agency jointly plan and implement any immediate course of action appropriate to resolve the situation.
- 19. The ranking officer of the assisting agency, in conjunction with the Chief of Police, implement the assisting agency's civil disturbance plan if this immediate action does not resolve the situation or if the immediate action is inappropriate to the situation.
- 20. The MTSU Department of Public Safety assumes a support role in the operation upon implementation of the assisting agency's civil disturbance plan.
- 21. The MTSU Department of Public Safety conducts traffic and bystander control.
- 22. The MTSU Department of Public Safety supplies geographical and building information.
- 23. The MTSU Department of Public Safety assists in mass arrest procedures.
- 24. The MTSU Department of Public Safety coordinates or provides transportation.
- 25. The MTSU Department of Public Safety assists in establishing a command post.
- 26. The MTSU Department of Public Safety conducts any other activities requested by the Incident Commander through the Chief of Police.
- 27. The MTSU Department of Public Safety Chief , or designee, actively participates in any decision concerning the use of force, the use of chemical agents, or the initiation of mass arrests.
- 28. The MTSU Department of Public Safety coordinates with the appropriate assisting law enforcement agency to implement that agency's mass arrest plan should a civil disturbance escalate to the point that mass arrests are to be made.
- 29. The MTSU Department of Public Safety supervisor provides for the security of the command post and the field booking area.
- 30. The MTSU Department of Public Safety supervisor assigns an arrest team to handle prisoners.

CIVIL DISTURBANCE EMERGENCY ACTION CHECKLIST
Law Enforcement

- 31. Arresting officers remove arrested persons from the point of disturbance and transport them to the booking area.
- 32. Detention areas are established for arrested persons during field booking.
- 33. Arrested persons are photographed with the arresting officer with a Polaroid camera.
- 34. Arrest/identification information is recorded on the back of the photo.
- 35. Field arrest forms are prepared.
- 36. Personal property and evidence is collected, tagged, identified, and preserved at the time of any arrest.
- 37. The supervisor assigns officers to provide transportation of prisoners to the booking facility where the formal charging/booking will take place.
- 38. Arrested persons are provided the opportunity to contact legal counsel after booking.
- 39. Injured arrested persons are given medical treatment as soon as it is available prior to booking.
- 40. The supervisor and the assisting agency supervisor coordinate any necessary provisions for food, water, and sanitation.
- 41. Media relations and public information are handled through the MTSU Public Relations Office.
- 42. Arrested persons known or suspected to be under the age of eighteen are segregated from other arrestees and processed in accordance with procedures established by the juvenile authorities or the assisting agency.

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Figure P-37: Civil Disturbance Emergency Action Checklist for Law Enforcement
(Kramer and Bahme, 1992)

PANDEMIC/ INFECTIOUS DISEASE OUTBREAK

These checklists of possible actions prepare for a pandemic or infectious disease outbreak at MTSU should not be considered to be comprehensive or specific to any MTSU organization. This is a starting point and organizes action checklists in four basic pandemic management phases: Planning, Preparedness, Response, and Recovery to simplify their association with disaster management processes and to arrange them in accordance with the World Health Organization and Center for Disease Control pandemic phases/stages. These phases may be further sub-divided as needed to manage the complexity of the efforts required, or they may be put into whatever categories are most useful for the situation. A pandemic or infectious disease outbreak is generally slow-moving in relation to other hazards defined in this Plan. Therefore, unlike the previous checklists, these are not broken down by specific Emergency Support Function since many of these actions are expected to occur prior to Plan activation.

PLANNING PHASE

1. Identify and include in all planning processes, a pandemic coordinator and/or team with defined roles and responsibilities.
2. Integrate internal and external planning input.
3. Define “essential” functions, goods, and services required to sustain operations.
4. Define essential goods and services provided to students, faculty, administration, and staff.
5. Define potential changes and implications of pandemic impacts. Identify and prioritize specific impacts.
6. Identify breaking points when outside resources can no longer provide essential functions, goods, and services to sustain operations.
7. Develop and implement formal processes for “Orders of Succession” for all essential personnel.
8. Identify personnel, supplies, and equipment vital to maintain essential internal and external functions.
9. Assess the need for pandemic specific response policies and actions to initially protect and sustain all MTSU students, staff, family members, the public, and essential personnel.
10. Ensure availability of medical consultation and advice for potentially ill workers and their families and for emergency response.
11. Encourage and track annual influenza vaccination for employees.

12. Train new reserve workers, and appropriate worker family members.
13. Establish flexible worksite (e.g., telecommuting) and work hour policies.
14. Establish policies to limit exposure on campus.
15. Establish infection control policies (e.g., immediate mandatory sick leave) for sick employees, and reassign personnel who are at high risk to develop influenza-related complications.
16. Establish policies restricting travel to affected domestic and international areas, evacuating employees working in or near affected areas, and providing guidance to employees returning from affected areas (see CDC travel recommendations).
17. Exercise and test policies and procedures.
18. Train managers and educate employees on policies and procedures.
19. Identify and assess employee family care requirements
20. Prioritize personnel for receipt of vaccines and antiviral medications.
21. Prioritize personnel for receipt of other types of medical countermeasures and personal protective equipment.
22. Identify and prioritize essential functions and equipment requiring municipal infrastructure support (water, elect, gas, etc.), essential supplies, and/or dedicated security support.
23. Identify and prioritize critical interdependencies along the entire supply chain, especially noting part- time and outsourced contract support, and other second and third order relationships.
24. Coordinate potential support requirements in advance, such as healthcare, municipal infrastructure, movement, and security.
25. Coordinate risk communications protocols and communications capabilities
26. Where practical, pre-package risk communications message options.
27. Coordinate with the local public health and emergency management teams on message and information sharing initiatives.
28. Identify, document, coordinate, and test “trigger points” and resultant actions. A “triggering event” occurs when something in the external or internal environment changes and forces

MTSU to respond. Identify and assess “triggering events” for each potential action, such as changes in the WHO and the CDC pandemic alert matrix.

29. Identify direct and indirect costs.

30. Identify metrics, milestones, and timelines.

31. Assess and develop exercise and training options.

32. Assess and prioritize costs and available resources.

33. Coordinate with Federal, State, and local public health and emergency management officials to share monitoring capabilities and real-time status information.

34. Finalize and implement the EOP in a rational and timely way in order to ensure MTSU is fully prepared to respond and recover from a potentially severe pandemic. Adjust plans as necessary to ensure a flexible, effective, and successful implementation. Review plans periodically; at least every 90 days initially and more frequently as the pandemic evolves.

PREPAREDNESS PHASE

1. Prepare to sustain essential personnel. Implement actions and policies to reduce overall and specific “risk” and protect the workforce from internal and external contacts. Personnel performing specific essential functions should be “3-deep” with 2 alternates for each normally assigned person. Implement preparedness actions to improve the roster depth of numbers for essential workers available for each function.

2. Consider expanding the normal one-shift workday to one with multiple shift periods to minimize personal contact.

3. Implement policies and provide funds for extended sick and family care leaves, furloughs, and “snow days.”

4. Assure that essential supplies, material, equipment, and support systems will continue to be available through the normal logistics chain or stockpile reserves.

5. Coordinate with local public health officials to develop a surveillance plan.

6. Collaborate with local public health officials to establish the best methods to report potential illness and outbreak information.

7. Implement risk communications and information sharing.

8. Coordinate business and public relations

9. Assess all costs based upon actual preparedness expenditures and update estimates for response and recovery.

10. Reprioritize all actions based upon any changes in pandemic timing, costs, and available resources.

RESPONSE PHASE

11. Assess swiftness of the pandemic outbreaks.

12. Employ risk management strategies. There are two basic categories of risk management intervention: transmission interventions (i.e., cough etiquette and hand hygiene) and contact interventions (i.e., social distancing techniques and the implementation of liberal leave policies).

13. Manage and track individual personnel risk for complications. Individuals at high risk for severe and fatal infection cannot be predicted with certainty but will likely include pregnant women, persons with compromised immune systems, persons with underlying chronic conditions, and persons age 65 and over.

14. Share personal and home protection measures and social distancing strategies with personnel and their families. www.pandemicflu.gov/planguide/checklist.html

15. Enforce personnel protection strategies.

16. Consider use of PPE. If symptomatic persons cannot stay home during the acute phase of their illness, require them to wear a surgical/ procedure mask or N95 respirator in public places. Even with proper PPE and training, and employing all other appropriate infection control procedures, symptomatic personnel should only be allowed on campus under the most extreme circumstances to sustain essential operations.

www.hhs.gov/pandemicflu/plan/sup4.html#ppestan

17. Implement the CDC recommended personal health protection strategies at www.cdc.gov/flu/protect/stopgerms.htm.

18. Establish policies for restricting travel to affected geographic areas, evacuating personnel in or near affected areas, and provide guidance for personnel returning from affected areas (refer to CDC travel recommendations). Anticipate how such measures might further substantially aggravate staffing shortages.

19. Clean facilities and equipment. Given that viruses spread through contaminated objects and surfaces, additional protection measures may be required to minimize the transmission of the virus through environmental surfaces such as sinks, handles, railings, and counters. Transmission from contaminated hard surfaces is unlikely but viruses may live up to two days on such surfaces.

20. Monitor personnel and family social and psychological concerns.
www.hhs.gov/pandemicflu/plan/sup11.html

21. Conduct training and exercises in workplace and personal protection.

22. Manage compounding impacts, business “breaking points,” and cascading effects. Adjust actions to address any normal, critical, or essential system disruptions or failures in order to correct for losses and to mitigate and contain any potential cascading effects on essential systems.

23. Exercise media and public relations to control misinformation and rumors during times of extreme stress. Re-affirm contacts and planned actions with public and media relations points of contact, assess pre-planned message and adjust for changing conditions, monitor and forecast potential public and media relations issues, quickly address rumors and misinformation, and keep all internal and external stakeholders informed in a timely manner.

24. Anticipate economic and social disruption.

25. Activate the EOP, continuously monitor and assess response actions, adjust actions as required to sustain essential functions.

RECOVERY PHASE

1. Assess response impacts. There may be little physical damage to infrastructures, MTSU facilities, and personnel homes. Any physical damage will likely result from equipment breakdowns from deferred maintenance and repair, or localized security and social disruptions. However, the recovery phase will likely still be lengthy and costly.

2. Monitor international and national health information sources for any updates on next pandemic waves. Balance recovery actions with essential preparedness for next wave actions. Unlike most other natural and manmade disasters, a pandemic can linger for more than a year with multiple outbreaks.

3. Address impacts from pandemic related illness and deaths. Overcoming effects from personnel and family illness and death will be a significant challenge. Skilled personnel may take advantage of higher demand and compensation elsewhere.

4. Overcome impacts of skilled worker and essential material shortages. Assess shortage impacts on the business. Forecast costs and time to recover. Implement options and actions to correct shortages.

5. Mitigate impacts on MTSU personnel lost income. Where practical, develop internal programs to assist in assuring personnel and their families do not face financial ruin. Assess actual impacts on MTSU personnel and families. Assist personnel to access available MTSU and government recovery support programs.

6. Coordinate government and community support.
7. Continue enhanced risk communications and information sharing.
8. Maintain public and media relations. Quickly address any rumors and misinformation.
9. Measure, monitor, and adjust. Implement the recovery, prepare, and plan for the next pandemic wave. Continuously monitor recovery and preparation actions. Adjust actions to restore essential functions.

APPENDIX Q
MTSU FACILITY/SITE DATA COLLECTION

Section I: Purpose

This appendix identifies critical information that should be collected by all university departments and outside agencies using this plan.

Section II: Situation

Middle Tennessee State University has over 100 buildings located on over 500 acres on the main campus in addition to the airport and farm facilities.

Section III: Assumptions

It is impossible for all emergency response personnel to be familiar with all university facilities to the degree necessary for making plans and decisions under emergency conditions.

Section IV: Concept of Operations

Each department or agency using this plan should collect, analyze, and update the information contained in the form illustrated in Figure Q-1 during the mitigation process. A floor plan and a site plan should be included showing graphically the locations of all of the features identified in Figure Q-1.

Section V: Organization and Assignment of Responsibilities

Each department or agency using this plan shall be responsible for collecting the data in Figure Q-1 for its own use. The Incident Commander shall be responsible for collecting and analyzing this data during an emergency.

Section VI: Direction and Control

Data collection and analysis during an emergency shall be conducted by the Documentation Unit.

Section VII: Plan Development and Maintenance

The MTSU Safety Officer is responsible for the contents of this appendix and for its maintenance. All emergency response personnel at MTSU and EOC staff are responsible for being familiar with its contents.

Section VIII: Recommendations

1. The information listed in Figure Q-1 should be compiled and updated annually.

2. The facility data should be displayed in a graphic format.
3. The graphic facility data should be generated using computer assisted drawing software.
4. When compiled, the facility data should be provided to each external agency with emergency responsibilities on campus, such as the Murfreesboro Fire Department and Rutherford County Emergency Medical Services.

MTSU Facility Data Work Sheet

1. Name of Building/Facility: _____

2. Numerical Address: _____

3. Type of Occupancy: Assembly Business Educational Factory/Industrial
 Hazardous* Institutional Mercantile Residential Storage

**Dry Cleaners, Explosive Manufacturing, Grain Elevators, Paint or Solvent Manufacturing, Pyroxylin Plastic Manufacturing, Sodium Nitrate, Ammonium Nitrate, Storage of Combustible Film, Storage or use of Highly Combustible Materials, Tank Farms.*

4. Emergency Numbers:

Dean/Director Name: _____ **Phone:** _____

Other Name: _____ **Phone:** _____

5. Life Hazard:

Normal Business Hours: _____

Anticipated Number of Occupants: Morning: _____ Afternoon: _____ Evening: _____ Night: _____

Hours Occupied by 1-9 persons: _____

Hours Occupied by 10 or more persons: _____

Number of Persons Living On-Site: _____

Location of Sleeping Areas: _____

6. Fire Alarm System:

Automatic Manual Control Panel Location: _____

Alarm System Monitored?: Yes No

7. Fire Suppression System: Automatic Sprinklers Standpipes

Control Valve Location(s): _____

Fire Department Connection Location(s): _____

Recommended Pressure To Fire Department Connection(s): _____ psi

8. Nearest Street Entrance:

Main -- Bell -- Rutherford -- Baird -- Womack --
 Faulkinberry Greenland -- Other: _____

9. Prominent Campus Landmark: _____

10. Directions from Nearest City Street:

11. Building Description: *Year Built (if known):* _____ *Width:* _____ feet *Length:* _____ feet

Height: 1 Story, 2 Stories, 3 Stories, 4 Stories, 5 Stories, 6 Stories, 7 Stories,
plus: Basement/ Attic/ Common Attic

Construction Type:

- I: Fire Resistive II: Non-Combustible III: Ordinary
- IV: Heavy Timber (Mill) V: Wood Frame (Platform: Pole Barn: Balloon)
- Mobile Home Other (Describe): _____

Roof Construction:

- Concrete Steel Beam Steel Truss Lightweight Steel Truss Wood Truss
- Lightweight Wood Truss Ridgepole & Rafter Gambrel
- Other: _____

Floor Construction:

- Concrete Steel Beam Steel Truss Lightweight Steel Truss Wood Truss
- Lightweight Wood Truss Lightweight Wood I-Beam Wood Joists
- Other: _____

Roof Access Location: _____

Attic Access Location: _____

Basement Access Location: _____

12. Exposure Description: {List all structures, fuel tanks, trees, etc. within 100 feet of building}

Exposure A: _____ Distance: _____ feet

Exposure B: _____ Distance: _____ feet

Exposure C: _____ Distance: _____ feet

Exposure D: _____ Distance: _____ feet

13. Utility Shut-Offs: Note on sketch as well.

Electricity:	Main Breaker 1: Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
	Meter 1: Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
	Main Breaker 2: Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
	Meter 2: Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
	Main Breaker 3: Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
	Meter 3: Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
<input type="checkbox"/> Additional Electric Service Locations noted on sketch beginning with #4.			

Gas:	Meter 1: Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
	Meter 2: Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
	Meter 3: Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
<input type="checkbox"/> Additional Gas Service Locations noted on sketch beginning with #4.			

Water:	Meter 1: Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
	Meter 2: Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
	Meter 3: Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior
<input type="checkbox"/> Additional Water Service Locations noted on sketch beginning with #4.			

14. Fuel Pump Shut-Offs: Describe Locations using ICS designations:

No Fuel Pumps

Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior	<input type="checkbox"/> Other
Describe:_____			

Side:_____	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior	<input type="checkbox"/> Other
Describe:_____			

15. Nearest Hydrant Location: _____

Distance: _____ feet **Hydrant Number:** _____

Color: _____ **Flow:** _____ gpm

20. Sketches:

- | | |
|--|--|
| <input type="checkbox"/> Site Plan Sketch Completed | <input type="checkbox"/> 1st Floor Sketch Completed |
| <input type="checkbox"/> 2d Floor Sketch Completed | <input type="checkbox"/> 3d Floor Sketch Completed |
| <input type="checkbox"/> 4th Floor Sketch Completed | <input type="checkbox"/> 5th Floor Sketch Completed |
| <input type="checkbox"/> 6th Floor Sketch Completed | <input type="checkbox"/> 7th Floor Sketch Completed |
| <input type="checkbox"/> Basement Sketch Completed | <input type="checkbox"/> Attic Sketch Completed |

Include the following in all sketches:

	Site	1st	2d	3d	4th	5th	6th	7th	Bsmt	Attic	N/A
Electric Panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric Meters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas Meters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors (w/swing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attic Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basement Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl Space Acc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alarm Panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FD Connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standpipe Loc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haz-Mat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pump Shut-Offs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Living Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-Site Hydrants	<input type="checkbox"/>										
North Arrow	<input type="checkbox"/>										

APPENDIX R
SUMMARY OF THE TENNESSEE CIVIL DEFENSE ACT (TCA 58-2-101, et. seq.)

Tennessee's civil defense history began with the passage of the Tennessee Civil Defense Act of 1951. Beginning in 1955, and on several occasions since, this law has been recodified until, at present, it exists as Chapter 2, Title 58, of the Tennessee Code Annotated. This legislation is generally modeled after the Federal Civil Defense Act of 1950 (PL 81-920). The state act created the Tennessee Office of Civil Defense (which in 1981 was renamed the Tennessee Emergency Management Agency) within the state Military Department, under the Tennessee Adjutant General (TAG). The TEMA Director has overall responsibility and authority for disaster preparedness and planning (Executive Order# 4, February 13, 1987).

Chapter 2, Title 58, of the Tennessee Code Annotated prescribes the responsibilities associated with disaster preparedness and emergency response in the state of Tennessee. When translated into policy and implemented, this becomes the mission of the Tennessee Emergency Management Agency and the local EMA organizations across the state. It provides for the following:

1. Creates the Tennessee Emergency Management Agency and directs the creation of local organizations for civil defense in the political subdivisions of the state.
2. Confers upon the Governor and the chief executive officers of the governing bodies of the political subdivisions the emergency powers provided in this chapter.
3. Provides for the rendering of mutual aid among political subdivisions of the state and those of surrounding states, and for the cooperation with the federal government in carrying out civil defense functions.
4. Requires the development and implementation of state and local civil defense plans.
5. Requires the most effective use be made of resources and facilities when dealing with a disaster, riot, mob violence, etc., by having all civil defense functions of the state coordinated with comparable functions of the federal government, other states and localities, and private agencies of every type.
6. Authorizes the performance of duties and functions of civil defense necessary to cope with all types of natural disasters, riots, mob violence, etc., which might occur affecting the life, health, safety, welfare, and property of citizens of the state of Tennessee.
7. Directs and empowers the Governor to create a Tennessee Emergency Management Agency, under the Adjutant General, and empowers the Governor to appoint a Director and such Deputy Directors as deemed necessary.
8. Establishes the duties of the Director, subject to the direction of the Governor, acting through the Adjutant General (TAG), as being solely responsible for coordinating the

activities of all organizations for civil defense within the state, and maintaining liaison with and cooperating with civil defense agencies, organizations of other states, and with the federal government.

9. Specifies that the general direction of TEMA shall be exercised by the Governor. in the event of disaster, energy emergency, riot, etc., beyond local control, the Governor is empowered to assume direct control over all or any part of civil defense functions within the state.
10. Authorizes the Governor to cooperate with the federal government, other states, and private agencies on all matters pertaining to civil defense of the state or nation.
11. Gives the Governor the power to make, amend, and rescind the orders, rules, and regulations necessary to carry out policies of cooperation and coordination; to prepare comprehensive plans and programs for civil defense in Tennessee; to integrate such plans and programs with the civil defense plans of the federal government and other states; and to cooperate in the preparation of plans and programs for civil defense by political subdivisions within the state.
12. Gives the Governor the administrative authority to procure supplies, institute training, and provide public information programs; to prepare in advance of an actual disaster, energy emergency, riot, etc., including partial or full mobilization of civil defense reserve units to insure adequately trained and equipped forces of civil defense personnel.
13. Authorizes the Governor to delegate to state or local directors of civil defense any administrative authority vested in him by this chapter, and to provide for the subdelegation of any such authority, except that any plans for dealing with an energy emergency shall be prepared by the Energy Division of the Department of Economic and Community Development.
14. Authorizes the Governor to cooperate with the President and heads of the armed forces, the Federal Emergency Management Agency (or its successors), and other appropriate federal officers and agencies, and with the officers and agencies of other states in matters pertaining to civil defense of the state or nation.
15. Authorizes the creation and establishment of mobile reserve units by the Governor as may be necessary to support civil defense organizations of the state.
16. Makes an employee of the state, by virtue of his employment, subject to assignment to a mobile reserve unit on a permanent or temporary basis to meet the particular need of any given emergency.
17. The Governor may declare that a state of emergency exists as a result of actual enemy attack against the United States, or an impending emergency, disaster, energy emergency, sabotage, riot, mob violence or other hostile actions, and thereafter the Governor shall have

and may exercise for such period as the state of emergency continues emergency powers granted by state law, except that seizure, taking, condemnation, or allocation of energy resources must be in accordance with plans prepared by the Energy Division of the Department of Economic and Community Development.

18. Requires every civil defense organization established under this chapter, and the officers and personnel thereof, to execute and enforce the orders, rules, and regulations made by the Governor.
19. Provides criminal sanctions for any individual or entity violating rules or regulations promulgated by the Governor during a state of emergency.
20. Authorizes and directs each political subdivision within the state to establish a local organization for civil defense, in accordance with the state plan. Each organization shall be headed by a director who is appointed by the chief executive or governing body of the political subdivision and who shall have direct responsibility for the overall management of the local program.
21. Provides that each political subdivision, confronted with disasters as described herein shall have emergency powers to enter into contracts and incur obligations necessary to combat such disasters without regard to time consuming procedures and formalities as prescribed by law (except mandatory constitutional requirements). Each political subdivision shall have the same duties, powers, and functions as those vested in the Governor.
22. Enables local civil defense directors to enter into reciprocal mutual aid agreements with public and private entities of the state of Tennessee and surrounding states.
23. Authorizes local appropriations for civil defense expenses.
24. Directs the Governor, local directors, and the chief executive officers/ governing bodies of the political subdivisions use the services, equipment, facilities, and personnel of existing departments, offices, and agencies of the state and political subdivision to the maximum extent practicable, and directs the officers of such organizations to extend maximum cooperation to the Governor or local directors throughout the state upon request.
25. Enables the acceptance from the federal government, through the state or otherwise, of supplies, equipment, personnel, financial assistance, etc. by the Governor or political subdivision.
26. Directs all persons, compensated or otherwise, connected with the civil defense program take and subscribe to an oath of loyalty.
27. Assures the right of any person to receive benefits to which they would otherwise be entitled under this chapter, or under the Workmen's Compensation Law, or under any

pension law, or the right of any such person to receive any benefits or compensation under any act of Congress shall not be affected.

28. Makes illegal the use of any civil defense organization for political purposes.
29. Assures immunity from liability while engaged in civil defense activities for the agencies and persons working for/with those agencies.
30. Protects any person owning or controlling real estate or other premises, who voluntarily and without compensation grants a license or privilege or otherwise permits the use of such real estate for civil defense purposes from liability for any personal injury or other damage occurring upon such real estate, precluding that created by willful misconduct. No person, agency, partnership, or corporation operating under the direction of the Governor or the head of emergency government services in any county, town, or municipality shall be liable for the death of or injury to any person or any damage to any property caused by his or her actions, except where a trier of fact finds that the person acted intentionally or with gross negligence.
31. Authorizes multiple county organizations for civil defense and provides for such organizations to have identical functions, powers, duties, and responsibilities as those go formed as single-county entities.
32. Authorizes the state to make grants to local organizations for civil defense purposes and sets forth standards for those grants.
33. Authorizes and establishes the Tennessee Severe Weather Information System, a statewide severe weather radio network. (TEMA, 1997)

APPENDIX S

GOVERNOR'S EXECUTIVE ORDER NO. 4 STATE OF TENNESSEE EXECUTIVE ORDER BY THE GOVERNOR No. 4

AN ORDER ESTABLISHING THE TENNESSEE EMERGENCY MANAGEMENT AGENCY, DEPARTMENT OF THE MILITARY, AS THE AGENCY OF STATE GOVERNMENT HAVING RESPONSIBILITY AND AUTHORITY FOR PLANNING DISASTER AND EMERGENCY PREPAREDNESS AND DIRECTING RESPONSE.

WHEREAS, disaster and emergency preparedness and response is a vital function of state government; and

WHEREAS, an agency of state government needs to coordinate, supervise and otherwise promote disaster preparedness and response; and

WHEREAS, the Tennessee Emergency Management Agency is best equipped to perform such a function;

NOW, THEREFORE, I, Ned McWherter, Governor of the State of Tennessee, by virtue of the powers and authority vested in me by the Constitution of the State of Tennessee and in accordance with the provisions of the Tennessee Code Annotated, the Tennessee Emergency Management Plan, the United States Civil Defense Act of 1950, as amended, and the national plans for emergency and disaster preparedness and response as promulgated by the President of the United States, the Federal Emergency Management Agency and all other federal agencies falling within the purview of Tennessee Code Annotated, Sections 58-2-101 and 58-2-301, do hereby order and direct:

The Tennessee Emergency Management Agency (TEMA), Department of the Military, is designated the agency of state government having primary responsibility and authority for planning of disaster and emergency preparedness, and directing state response and recovery from such events; for coordination and liaison with related agencies of the federal government and such agencies of other states and concerned private agencies; and coordination of all recovery operations subsequent to a disaster or emergency.

The commissioners and agency executives shall insure prompt and full execution of the functions of their respective departments and other agencies under their direction or jurisdiction, in accordance with the Tennessee Code Annotated and this Executive Order, the Tennessee Emergency Management Plan, and other directives relating to disaster and emergency services. Emergency or disaster functions to be performed and services to be provided by the various agencies of state government shall be specified in writing by the Director of TEMA. Functions and services specified shall be, to the fullest extent possible, compatible with the primary responsibilities of the agencies concerned.

The commissioners shall appoint Emergency Services Coordinators (ESCS) as their departmental representatives. The ESCs so appointed shall be empowered with the authority to coordinate and direct all emergency response functions and services of the appointing agency as appropriate and as specified in the department or agency portion of the Tennessee Emergency Management Plan including simulated exercises.

The ESCs are on call to the State Emergency Operations Center 24 hours a day, 7 days a week. Backup or alternate ESCs will be appointed as necessary. Assistant ESCs shall be appointed to coordinate various agency functions as necessary.

Each department, agency or bureau shall provide their primary ESCs with transportation, emergency communications, pagers, and any other emergency equipment necessary to perform their duties.

The ESCs shall represent their commissioners at regular scheduled meetings. No collateral duties shall take priority over their emergency duties.

Each department, agency or bureau shall develop plans to insure continuation of necessary agency functions and to provide suitable space for personnel, equipment and records necessary for operations during time of emergency, disaster, or the threat of impending occurrence thereof and during any period of recovery therefrom. Each agency shall continue operations until directed otherwise by the Governor or his designated representative and shall perform such disaster or emergency duties as assigned by the Director of TEMA by authority of the Governor.

Each department, agency or bureau of state government shall make any and all personnel, equipment, and facilities available for any disaster, emergency or threat thereof, to include any period of recovery therefrom. Said assets shall be employed, utilized and disbursed in a manner compatible with the primary responsibilities of the agencies concerned and in accordance with emergency requirements of TEMA. Such assets shall also be made available, as requested by the Director of TEMA for research, development and periodic revision of state emergency operations plans.

Each department, agency or bureau of state government having communications capability shall be responsible for operation of that capability in time of disaster or emergency at the State Emergency Operations Centers. Each agency having this capability shall develop and maintain published communications plans which shall be coordinated in accordance with the state emergency communications plan through TEMA.

IN WITNESS WHEREOF, I have subscribed my signature and caused the Great Seal of the State of Tennessee to be affixed this 13th day of February, 1987.

SIGNED: Ned McWherter Governor

ATTEST:

SIGNED: Gentry Crowell

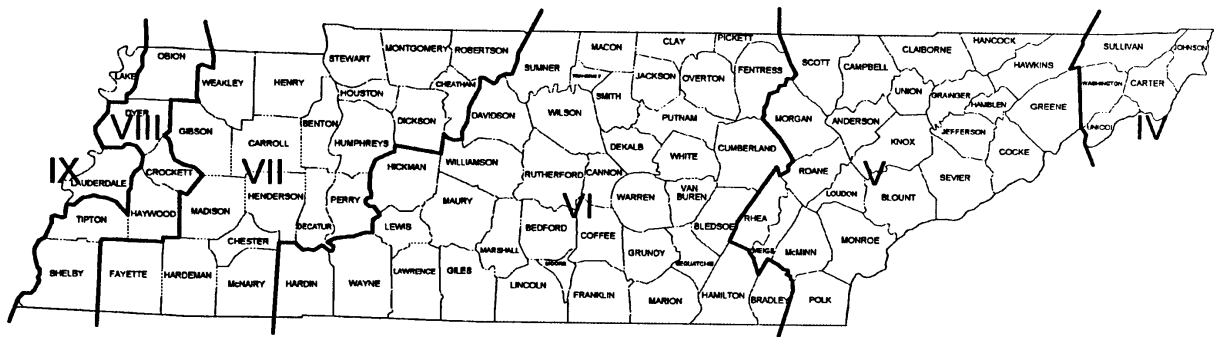
Secretary of State

**APPENDIX T
HAZARD IDENTIFICATION
EARTHQUAKE RISK**

**ESTIMATED MAXIMUM REGIONAL SEISMIC INTENSITIES ASSOCIATED WITH
AN ENSEMBLE OF GREAT EARTHQUAKES THAT MIGHT OCCUR ALONG THE
NEW MADRID SEISMIC ZONE, EAST-CENTRAL UNITED STATES**

This map shows hypothetical maximum Intensities, by county, that would result from a magnitude $M_s=6.5$ maximum Intensity $I_Q=IX$, earthquake anywhere along the New Madrid Seismic Zone. The estimated distribution of effects on the map is based on an analysis of the effects of smaller, but better documented earthquakes in the New Madrid Seismic Zone. This composite intensity map shows a more widespread distribution of effects than would result from a single earthquake of 6.5 because the distributions of effects were plotted for magnitude 6.5 earthquakes that could occur anywhere from the northern to the southern end of the seismic zone. A composite map has been prepared because (1) it is not certain where in the zone an earthquake might occur in the future, and (2) in 1811-1812 at least three and probably four large shocks occurred at different places throughout the zone. This composite Intensity map is believed to represent the upper level of shaking likely to occur in any county regardless of the location of the epicenter within the seismic zone.

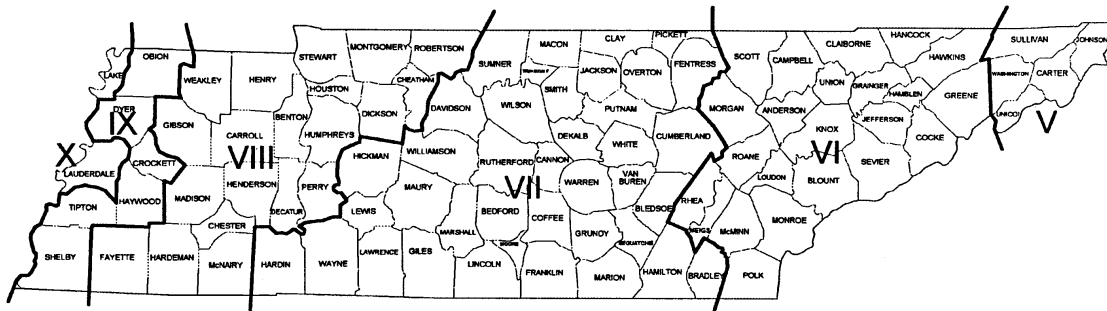
See page T-4 for a description of the Modified Mercalli Intensity Scale. This map is for planning purposes only.



ESTIMATED MAXIMUM REGIONAL SEISMIC INTENSITIES ASSOCIATED WITH AN ENSEMBLE OF GREAT EARTHQUAKES THAT MIGHT OCCUR ALONG THE NEW MADRID SEISMIC ZONE, EAST-CENTRAL UNITED STATES

This map shows hypothetical maximum Intensities, by county, that would result from a magnitude $M_s=7.5$ maximum intensity $IQ=X$, earthquake anywhere along the New Madrid Seismic Zone. The estimated distribution of effects on the map is based on an analysis of the effects of smaller, but better documented earthquakes in the New Madrid Seismic Zone. This composite intensity map shows a more widespread distribution of effects than would result from a single earthquake of 7.5 because the distributions of effects were plotted for magnitude 7.5 earthquakes that could occur anywhere from the northern to the southern end of the seismic zone. A composite map has been prepared because (1) it is not certain where in the zone an earthquake might occur in the future, and (2) in 1811-1812 at least three and probably four large shocks occurred at different places throughout the zone. This composite intensity map is believed to represent the upper level of shaking likely to occur in any county regardless of the location of the epicenter within the seismic zone.

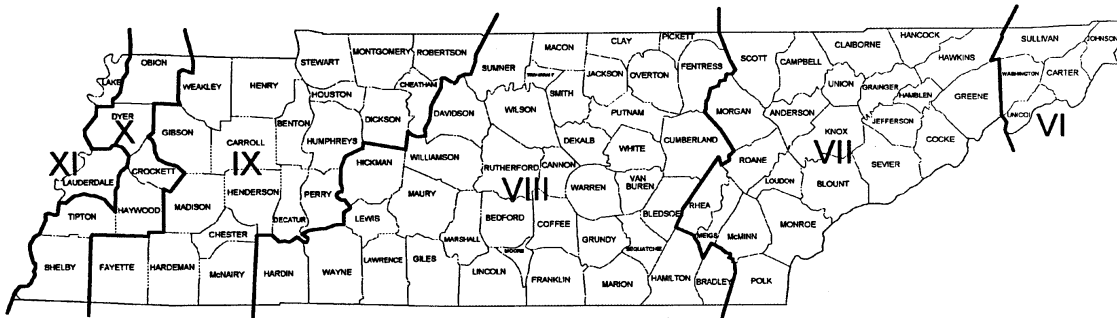
See page T-4 for a description of the Modified Mercalli Intensity Scale. This map is for planning purposes only.



ESTIMATED MAXIMUM REGIONAL SEISMIC INTENSITIES ASSOCIATED WITH AN ENSEMBLE OF GREAT EARTHQUAKES THAT MIGHT OCCUR ALONG THE NEW MADRID SEISMIC ZONE, EAST-CENTRAL UNITED STATES

This map shows hypothetical maximum intensities, by county, that would result from a magnitude $M_s=8.5$ maximum intensity $IQ=XI$, earthquake anywhere along the New Madrid Seismic Zone. The estimated distribution of effects on the map is based on an analysis of the effects of smaller, but better documented earthquakes in the New Madrid Seismic Zone. This composite intensity map shows a more widespread distribution of effects than would result from a single earthquake of 8.5 because the distributions of effects were plotted for magnitude 8.5 earthquakes that could occur anywhere from the northern to the southern end of the seismic zone. A composite map has been prepared because (1) it is not certain where in the zone an earthquake might occur in the future, and (2) in 1811-1812 at least three and probably four large shocks occurred at different places throughout the zone. This composite intensity map is believed to represent the upper level of shaking likely to occur in any county regardless of the location of the epicenter within the seismic zone.

See page T-4 for a description of the Modified Mercalli Intensity Scale. This map is for planning purposes only.



MODIFIED MERCALLI INTENSITY SCALE

Intensity Value	Description
I	Not felt. Detectable only by sensitive seismic instrumentation.
II	Felt by persons at rest, on upper floors, or favorably placed.
III	Felt Indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
IV	Hanging objects swing. Vibration like passing of heavy trucks; or sensation of jolt like a heavy ball striking the walls. Standing cars rock. Windows, dishes, and doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frame creak.
V	Felt outdoors; direction estimated. Sleepers awakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
VI	Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., fall off shelves. Pictures fall from walls. Furniture moved or overturned. Weak plaster and masonry D cracked. Small bells ring. Trees, bushes shaken visibly, heard.
VII	Difficult to stand. Noticed by drivers. Hanging plants quiver. Furniture broken. Damage to masonry D, including cracks. Weak chimneys broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices, also unbraced parapets, and architectural ornaments. Some cracks in masonry C. Waves on ponds, water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
VIII	Steering of cars affected. Damage to masonry C; partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundation if not bolted down; loose panel walls thrown out. Decaying piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.
IX	General panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. General damage to foundations. Frame structures, if not bolted, shifted off foundations. Frames racked. Serious damage to reservoirs. Underground pipes broken. Obvious

cracks in ground. In alluviated areas, sand and mud ejected, earthquake fountains, sand craters; liquefaction occurs.

- X** Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.
- XI** Rails bent greatly. Underground pipelines completely out of service.
- XII** Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into the air.

Masonry A, B, C, & D. To avoid ambiguity of language, the quality of masonry, block, and otherwise, is specified by the following lettering.

Masonry A: Good workmanship, mortar, and design, reinforced, especially laterally, and bound together using steel, concrete, etc.

Masonry B: Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.

Masonry C: Ordinary workmanship and mortar, no extreme weaknesses like failing to tie at corners, but neither reinforced nor designed against horizontal forces.

Masonry D: Weak materials, such as adobe; poor mortar, low standards of workmanship; weak horizontally.

APPENDIX U REFERENCES

- Disaster Relief Act of 1974, Public Law 93-288 (1974).
- Environmental Protection Agency Regulations, Title 40, Parts 301-303, United States Code (1990).
- International Society of Fire Service Instructors. (1993). Haz Mat Incident Guide. Ashland, Massachusetts: Author.
- Kramer, W. and Bahme, C. (1992). Fire Officer's Guide to Disaster Control (2nd ed.). Saddle Brook, New Jersey: Fire Engineering Books and Videos.
- National Fire Academy. (1989). The Incident Command System. National Emergency Training Center, Maryland: Federal Emergency Management Agency.
- Occupational Safety and Health Standards for General Industry, Title 29, Part 1910, Section 120, United States Code (1993).
- Rutherford County Emergency Management Agency. (1987). Rutherford County Emergency Operations Plan. Murfreesboro, Tennessee: Diversified Publishing Company.
- Tennessee Board of Regents. (1976). State University and College System of Tennessee Occupational Safety and Health Plan. Nashville, Tennessee: Author.
- Tennessee Emergency Management Agency. (1991). Hazard Management in Tennessee. Nashville, Tennessee: Author.
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**APPENDIX V
EMERGENCY INFORMATION AND INSTRUCTIONS**

SCOPE: This appendix is intended to identify the appropriate responses by individual University employees and students to various types of emergencies as required by state and federal laws. The following procedures should be reviewed by all department heads with all administrators, faculty, and support staff at the earliest possible opportunity and at least annually thereafter. The MTSU Emergency Operations Plan identifies actions by the University as an institution in response to various emergencies. Each supervisor must know what to do during an emergency in his or her area and must be certain that his or her employees understand their roles. Departments with assigned emergency operations responsibilities are identified in the MTSU Emergency Operations Plan. All other departments should follow instructions of emergency response personnel or MTSU standard operating procedures in an emergency.

DISCLAIMER: The instructions of the incident commander or senior official of the emergency response agency responsible for managing the incident shall take precedent in those cases where this policy conflicts with those instructions. Middle Tennessee State University requires that an organized effort be made to protect personnel from further injury and to minimize property damage during every emergency. Preservation of life shall have top priority in all emergency operations.

IMPORTANT PHONE NUMBERS:

MTSU Police Department	2424 or 911
MTSU Environmental Health & Safety Services	898-5784

REPORTING EMERGENCIES:

Fires:

On Campus: All employees must **immediately** report **all** fires, regardless of size (even if extinguished); smoke; or fire alarms on campus to the Fire Department by dialing 2424 or 911. The MTSU Department of Public Safety (Police Department) dispatches all emergency calls on campus.

Off Campus: Off campus or at remote sites the Fire Department is dispatched by dialing 911 anywhere in Rutherford County.

Medical:

On Campus: All employees may request an ambulance and medical assistance on campus by dialing 2424 or 911. The MTSU Department of Public Safety (Police Department) dispatches all emergency calls on campus.

Off Campus: Off campus or at remote sites the ambulance service is dispatched by dialing 911 anywhere in Rutherford County.

SUPERVISORY RESPONSIBILITIES: During an emergency, the supervisor must:

- Ensure that those under his or her supervision are familiar with the plan for the building or facility, particularly the recommended exit routes and how to report an emergency.
- Render assistance to the person in charge during an emergency, as required.
- Maintain familiarity with the shutdown procedures for all equipment used by those under his or her supervision.
- Know the location and use of all safety equipment on his or her floor.
- Keep employees, students, and guests from reentering an evacuated area until reentry is safe.

NO LOITERING: Employees not involved in the emergency must stay away from the scene and follow the instructions issued by the person in charge. The sounding of a fire alarm means immediate evacuation by the nearest exit. Employees must not reenter an area that they have evacuated until notified that it is safe to return.

EMPLOYEE RESPONSIBILITIES: Employees, other than emergency-response personnel, involved in any emergency are expected to act as follows:

- If there is threat of further injury or further exposure to a hazardous material, remove all injured persons, if possible without exposing yourself to injury or the hazardous material, and leave the immediate vicinity. If there is no threat of further injury or exposure to a hazardous material, or if the injured persons cannot be reached without exposing yourself to injury or the hazardous material, leave the injured personnel where they are.
- Report the emergency immediately by phone to extension 2424 on campus or 911 at off campus sites. State what happened, the specific location, whether anyone was injured, and your name and phone number.
- Proceed with first aid or attempt to control the incident *only if you can do so safely and have been trained* in first aid or the emergency response necessary to control the incident.
- Show the ranking emergency-response officer where the incident occurred, inform him or her of the hazards associated with the area, provide any other information that will help avoid injuries, and do as he or she requests.

FIRE OR FIRE ALARM: All fire alarms should be treated as if they are **REAL!** Every time an alarm goes off, the entire building must be emptied. The Murfreesboro Fire Department, MTSU Police Department, and your supervisor **MUST** be notified immediately. Depending

upon the situation and/or building, fire evacuation procedures may vary. As a general precaution the staff and residents should know the locations of all fire alarm pull stations, portable fire extinguishers, stand pipe connections, and exits. **ELEVATORS ARE NOT TO BE USED.**

Administrators, faculty, support staff, students, and visitors have the responsibility of evacuating the building immediately. Anyone refusing to leave the building may be subject to disciplinary action and can be cited by the Fire Department for failure to evacuate the building. These procedures should be observed for any fire, regardless of magnitude, as well as any fire alarm of undetermined origin:

In the event of a fire or alarm:

- Immediately notify all occupants by activating the alarm system, if not already activated, and evacuate the building.
- Call 911 or 2424 from any campus telephone and report the fire and its location. The MTSU Police Department will then notify the fire department.
- When the first fire engine arrives, the person making the call or discovering the fire should immediately report to the fire officer in charge and advise him or her of the fire location and, if known, whether there is anyone still in the building.
- **DO NOT** turn off the alarm or re-occupy the building until you are advised by the fire department that it is safe to do so.

In the event of a fire alarm of unknown origin (including suspected pranks and system malfunctions):

- Call 911 or 2424 from any campus telephone and report the fire and its location. The MTSU Police Department will then notify the fire department.
- When the first fire engine arrives, the person making the call should immediately report to the fire officer in charge and advise him or her of the fire location and, if known, whether there is anyone still in the building.
- **DO NOT** turn off the alarm or re-occupy the building until you are advised by the fire department that it is safe to do so.

The size and type of construction of many campus buildings may prevent you from detecting an actual fire until you are at extreme risk of injury. OSHA regulations require that **ALL** persons not trained and equipped for fire suppression duties immediately evacuate. MTSU personnel without appropriate training should not check through a building for the location of a fire. It is a violation of state law. These personnel are not in compliance with occupational safety and health standards applicable to their own conduct nor have they received proper training in the use of portable fire extinguishers and incipient fire fighting.

Operation of the fire alarm control panel by personnel without the appropriate training and authorization constitutes a violation of National Fire Code. No person may render a system or device inoperative during an emergency unless by direction of the incident commander, usually the senior fire department officer on the scene. Occurrences of unauthorized panel operation during alarms may result in a citation, from the fire department, to the individual concerned for tampering with fire safety equipment. These personnel may also be personally liable for any consequences resulting from their actions.

Under Tennessee law and the National Fire Code every fire or alarm must be reported **IMMEDIATELY** to the fire department. **ALL** fire alarms should be treated as an actual fire until the fire department determines otherwise. Fire department response times are averaging less than five minutes, please leave investigation of alarms and fire fighting to the trained professionals.

Any questions may be directed to Environmental Health and Safety Services at extension 5784 or Campus Mail Box 157.

References: National Fire Code 1:1-13.1
National Fire Code 1:1-14.2
OSHA standard 29CFR1910.38
OSHA standard 29CFR1910.157
Tennessee Code Annotated 6-2135.

SEVERE WEATHER

Tornado: Tornadoes are most likely to occur in mid-afternoon, generally between 3pm and 7pm. Movement is generally from southwest to northeast. The cloud associated with a tornado is a dark, thunderstorm cloud from which a whirling funnel-shaped pendent extends to or near the ground. Rain usually precedes the tornado, frequently with hail, and as a heavy downpour.

Tornado Watch: A tornado watch is issued when the conditions are favorable for the formation of a tornado. The local National Weather Service will issue a watch bulletin to the local authorities, as well as the local media.

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

Protection: If a tornado is imminent, personnel should take the following actions.

- Seek shelter in the lowest levels of buildings or an interior hallway, remaining clear of exterior windows and doors.
- Immediately evacuate buildings without reinforced construction, such as auditoriums, gymnasiums, and large rooms with wide free span roofs.

- If caught in open country, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression such as a ravine or ditch.

Heat Emergencies: Know the symptoms of a heat emergency and what to do if you or someone you know falls victim.

- **Heat Exhaustion:** The skin is cool, moist, pale or flushed. Heavy sweating, headache, nausea, vomiting, dizziness, and exhaustion may occur. Body temperature will be close to normal.
Treatment- Move the victim to a cooler place and loosen or remove light clothing. Apply cool, wet cloths to the skin and offer a half glass of water every 15 minutes.
- **Heat Stroke:** The skin becomes hot and red. If the victim is sweating from physical exertion, the skin may be wet, otherwise it will feel dry. Changes in consciousness, rapid weak pulse, and rapid shallow breathing may occur. Body temperature can rise as high as 105 degrees.
Treatment- Heatstroke is a life threatening situation, so call 911 immediately. Move the person to a cooler place. Work quickly to cool the body by placing the victim in a cool bath or wrapping wet sheets around the body and then fanning it. Keep the person lying down and offer water. If there are changes in the victim's consciousness or if the person is vomiting, do not give anything to eat or drink.

Cold Weather: During the winter storm season, all personnel should listen to local forecasts to determine any impact the weather may have on their schedule. The following terms are used to describe the predicted weather:

- A Winter Storm Watch indicates that severe winter weather may affect the local area..
- A Winter Storm Warning indicates that severe weather conditions are definitely on the way.
- A Blizzard Warning means that large amounts of falling or blowing snow and sustained winds of at least 35 MPH are expected for several hours.
- A Traveler's Advisory indicates that severe winter conditions may make driving difficult or dangerous.

Personnel who must remain outdoors for considerable lengths of time should:

- Dress warmly. Wear loose-fitting, layered, light-weight clothing. Layers can be removed to prevent perspiration and chill. Outer garments should be tightly woven and water repellent. Mittens are warmer than gloves because fingers generate warmth when they touch each other.
- Stretch before you go out. If you go out to shovel snow or other tasks, do a few stretching exercises to warm up your body. Also take frequent breaks.

- Cover your mouth. Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.
- Avoid overexertion. Cold weather puts an added strain on the heart. Be aware of symptoms of dehydration.
- Keep dry. Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulation value and transmits heat rapidly.
- Watch for signs of frostbite and hypothermia. Frostbite is a severe reaction to cold exposure that can permanently damage its victims. A loss of feeling and a white or pale appearance in fingers, toes, nose, and ear lobes are symptoms of frostbite. Hypothermia is a condition brought on when the body temperature drops to less than 55 degrees Fahrenheit. Symptoms of hypothermia include: uncontrollable shivering, slow speech, memory lapses, frequent stumbling, drowsiness, and exhaustion.

Flood: Low lying areas of the campus are subject to potential flooding. Things to consider during flooding are

- Roads and parking areas may be closed because of damage or because they are covered by water. Any barricades have been placed for your protection. If you encounter a barricade or flooded road or parking area you should go another way.
- Listen to the radio for news about what to do, where to go, and places to avoid.
- Follow the instructions of emergency workers. You can help them by staying off the roads and out of the way.
- If you must walk or drive through flooded areas-
 - Stay on firm ground. Moving water as little as 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.
 - Flooding may cause familiar places to change dramatically in a very short time because of erosion of roads and walkways. Flood water and debris may also hide animals or broken glass as well as being slippery. Avoid walking or driving through it.
- Remember that additional flooding or flash floods may occur at any time, even after the weather appears to have cleared. Listen for local warnings and information.
- If your car stalls in rising flood waters, get out immediately and move to higher ground.

Specific instructions on employees' working schedules and students' classes during inclement weather will be issued by the President's Office as necessary.