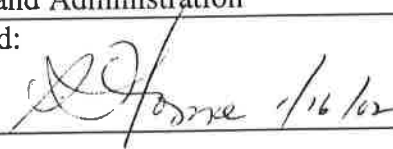


**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

|                                                                                                                |                                 |
|----------------------------------------------------------------------------------------------------------------|---------------------------------|
| Policy Number: 4:006                                                                                           | Supersedes Policy Number: 4:006 |
| Date:                                                                                                          | Dated: September 9, 1996        |
| Subject: Major Disturbances, Disaster Control, and Inclement Weather Plan                                      |                                 |
| Initiating Authority: Vice President for Finance and Administration                                            | TBR Policy/Guideline Reference: |
| Approved:  1/16/02 President: |                                 |

The purpose of this policy is to establish policies and procedures for precautions and actions to be taken if a major campus incident, disaster, or inclement weather threatens or occurs.

**I. Definitions**

**A. Building Emergency:**

A condition during which a specific building or a complex of buildings and its occupants are subjected to, or 'potentially subjected to, special precautions/actions necessary to maintain order and to safeguard University personnel and property. (A building emergency may be declared and terminated by the Vice President for Finance and Administration or his/her designee.)

**B. Building Security Coordinator:**

Each building or building complex will have a senior faculty or staff member appointed as the Building Security Coordinator. The Vice President for Finance and Administration will appoint these individuals in accordance with the appropriate senior administrator. The responsibilities and duties of the Coordinator are outlined in the Public Safety Manual located in the Department of Public Safety.

Emergency procedures developed by the Building Security Coordinator, the Director of Public Safety, and the Director of Physical Plant, and approved by the Emergency Operations Team, shall be distributed to appropriate department chairpersons and placed in the Public Safety Manual. Campus Emergency: A high

probability of an imminent disaster exists or a disaster has occurred. A condition under which special precautions or actions are necessary to maintain campus-wide order and to safeguard University personnel and property. A state-of-campus emergency will be declared and terminated by the President of the University or his designee.

C. Civil Disorders Involving Students:

An incident involving students that could result in a major disruption of University activities, injuries or damage to University property.

D. Delegation of Authority:

In the event of the absence of the President and/or other Vice Presidents, the line of authority is:

- 1) Vice President for Academic Affairs,
- 2) Vice President for Finance and Administration,
- 3) Vice President for Student Affairs,

E. Disaster:

A sudden calamitous event that has caused great damages to the University and/or University personnel (e.g., tornado, earthquake).

F. Disaster Preparedness Plan:

This document establishes organizational elements, identifies responsibilities, and outlines procedural activities in the event of a disastrous occurrence on the APSU campus. For complete procedures, see the Emergency Preparedness Plan document dated 6-8-95. Additional copies are available at Public Safety.

G. Emergency:

A situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action to avoid threats to safety or property.

H. Inclement Weather:

Weather conditions that threaten the safety of students and University personnel.

I. President's Cabinet:

The President's Cabinet includes the President, the Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Student Affairs, the Executive Director of Human Resources, the Executive Director of Marketing and Public Relations, the Executive Director of University Advancement, the Athletic Director, the Internal Auditor, the Chair of the Strategic Planning Committee, the Chair of the Faculty Senate, the Chair of the Staff Council, the Chair of the Student Government Association.

II. Procedures

A. Campus Emergency/Disaster

When it is determined that there is a high probability of an imminent disaster or a disaster has occurred, the Director of Public Safety (with the concurrence of the President or his designee) will issue an alert via telephone to the Emergency Operations Team.

Upon declaration of a state-of-campus emergency, the Director of Public Safety will notify the following officials:

1. Vice President for Academic Affairs
2. Vice President for Finance and Administration
3. Vice President for Student Affairs
4. Executive Director of University Advancement
5. Executive Director of Marketing & Public Relations
6. Director of Physical Plant
7. Director of Health Services (if appropriate)
8. Director of Athletics (if appropriate)
9. Building Coordinators (if appropriate) (See Attachment A.)
10. Director of Computing Services and Telecommunications

The above-named persons, plus the President and the Director of Public Safety, shall constitute an Emergency Operations Team and will function to coordinate:

1. Communications
2. Emergency electrical power
3. Protection of personnel on campus and their belongings
4. Health services

5. Protection of buildings and property
6. Emergency transportation
7. Clean-up and/or repair operations

The Vice President for Finance and Administration will notify and coordinate the activities of the appropriate persons in their respective divisions.

The above activities will be handled in accordance with procedures found in the DISASTER PREPAREDNESS PLAN maintained by the Department of Public Safety.

The Director of Public Safety is designated as the University's contact with the Montgomery County Emergency Management and Safety Office, and as such will maintain close liaison with the local agencies to ensure a maximum and continuing state of preparedness, and will coordinate all disaster recovery efforts.

B. Civil Disorders Involving Students:

The President and Vice President for Student Affairs will coordinate corrective procedures should a civil disorder involving students occur or appears to be imminent. Procedures developed by the Director of Public Safety, in consultation with the Vice President for Student Affairs and the President, will be followed in the event of impending or actual civil disorder situations on campus.

The Department of Public Relations/Publications will handle all contacts with the media. Any inquiries from media representatives are to be referred to that office.

C. Building Emergency

Upon determination that a condition exists which could lead to a state of emergency or has the potential of existing in a single building or a complex of buildings through events restricted to a building or a building complex (i.e., bomb threat, equipment malfunction, etc.), the Building Security Coordinator and/or the Director of Public Safety shall be notified immediately. The Director of Public Safety will immediately inform the Vice President for Finance and Administration. If time permits, the Vice President for Finance and Administration will notify and make recommendations to the President, or the Vice President for Academic Affairs in the absence of the President. Otherwise, the Building Security Coordinator, the Director of Public Safety, and

the Vice President for Finance and Administration shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the building. And, the individuals listed in Section IIA, "Procedure—Campus Emergency/Disaster" shall be informed as soon as is possible.

The Department of Public Relations/Publications will handle all contacts with the media. Any inquiries from media representatives are to be referred to that office.

D. Inclement Weather Plan

Public Safety will monitor inclement weather situations as they develop and inform Physical Plant as appropriate. If conditions become a safety concern, the Director of Public Safety will contact the Vice President for Finance and Administration or, the President (or next person in-line in terms of delegation of authority) in the absence of the Vice President for Finance and Administration. The Vice President for Finance and Administration will inform and make a recommendation to the President. If the decision is to close or delay operations, the President will contact the Director of Public Relations/Publications. The Vice President for Finance and Administration will contact the other members of the President's Cabinet.

The President's Cabinet will then notify personnel as appropriate and implement procedures specific to their areas. The Vice President for Finance and Administration will be responsible for maintaining and distributing a list of phone numbers to the President, Vice Presidents, and Director of Athletics on a regular basis. APSU Policy 5:004, "Attendance Policy for Inclement Weather," will apply during this period.

The Department of Public Relations/Publications will handle all contacts with the media. Any inquiries from media representatives are to be referred to that office.

Certain employees may be directed to report to work regardless of a closing or a late opening announcement. These employees will receive direction from their supervisors on when to report to work.

**ATTACHMENT A**  
**BUILDING SECURITY COORDINATORS**  
**REVISED 01/02**

**BUILDING**

**SECURITY COORDINATOR**

|                                                    |                            |
|----------------------------------------------------|----------------------------|
| Archwood                                           | Dr. Sherry Hoppe           |
| Armory                                             | Alt.: Martha Woodall       |
| Browning                                           | LTC Patrick O'Hara         |
| Business & Com. Solutions Ctr.                     | Alt.: MSG David Hicks      |
| Cafeteria                                          | Mr. Al Irby                |
| Claxton                                            | Alt.: Mr. Bob Bird         |
| Clement                                            | Dr. Stanley Groppel        |
| Dunn Center<br>(Includes stadium & baseball field) | Alt.: Ms. Julia McGee      |
| Ellington                                          | Mr. Chris Reed             |
| Emerald Hill Alumni Center                         | Alt.: Mr. Al Irby          |
| Harned Hall                                        | Dr. Sutton Flynt           |
| Housing/Residence Life                             | Alt.: Dr. Leon McQueen     |
| Kimbrough Building                                 | Dr. Buddy Grah             |
| Library                                            | Alt.: Dr. Anthony Golden   |
| Marks                                              | Mr. David Loos             |
| McCord                                             | Alt.: Mr. Chuck Kimmel     |
| McReynolds                                         | Ms. Sheila McCoy           |
| Memorial Health                                    | Alt.: Ms. Donna Price      |
| Music/Mass Communication Bldg.                     | Ms. Sheila Boone           |
| Sundquist Science Building                         | Alt.: Mr. Roy Gregory      |
| Sexton                                             | Dr. Gaines Hunt            |
| Shasteen                                           | Alt.: Ms. Kim Jordan       |
| Tennis Center                                      | Mr. Joe Mills              |
| Trahern                                            | Alt.: Kenny Maddox         |
| White House                                        | Dr. Stephanie Newoport     |
|                                                    | Alt.: Mr. Lawrence Baggett |
|                                                    | Ms. Deborah Fetch          |
|                                                    | Alt.: Ms. Anne Berwind     |
|                                                    | Dr. Phil Kemmerly          |
|                                                    | Alt.: Ms. Wanda McNabb     |
|                                                    | Dr. Diane Berty            |
|                                                    | Alt.: Mr. Ben Pratt        |
|                                                    | Dr. Lou Beasley            |
|                                                    | Alt.: Ms. Darlene Thomas   |
|                                                    | Mr. George Harris          |
|                                                    | Alt.: Mr. Andy Kean        |
|                                                    | Dr. Mike Gotcher           |
|                                                    | Alt.: Dr. Allen Henderson  |
|                                                    | Dr. Jaime Taylor           |
|                                                    | Alt.: Dr. John Foote       |
|                                                    | Ms. Blanche Wilson         |
|                                                    | Alt.: Ms. Connie Sanders   |
|                                                    | Mr. Ben Pratt              |
|                                                    | Alt.: Mr. Robert Reynolds  |
|                                                    | Mr. David Loos             |
|                                                    | Alt.: Mr. Chuck Kimmel     |
|                                                    | Ms. Cindy Marsh            |
|                                                    | Alt.: Dr. Sara Gotcher     |
|                                                    | Mr. Andy Kean              |
|                                                    | Alt.: Lynn Yarbrough       |