


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:006	Supersedes Policy Number: 4:006
Date: October 24, 1988	Dated: October 14, 1987
Subject: Major Disturbances and Disaster Control	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved:  President	

The purpose of this policy is to establish policies and procedures for precautions and actions to be taken if a major incident and/or disaster threatens or occurs on the campus of Austin Peay State University.

#### I. Definitions

- A. Campus Emergency: A condition under which special precautions and/or actions are necessary to maintain campus-wide order and to adequately safeguard University personnel and property. A state-of-campus emergency will be declared and terminated by the President of the University or his designee.
- B. Disaster: A sudden calamitous event which would cause great damage to University and pose a serious threat to the safety of University personnel (e.g., tornado, earthquake).
- C. Civil Disorders: An incident which will probably result in a major disruption of University activities, injuries and/or damage to University property.
- D. 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 adequately safeguard University personnel and property. (A building emergency may be declared and terminated by the Vice President for Finance and Administration.)

## II. Procedures

### a. Campus Emergency

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

1. Vice President for Academic Affairs
2. Vice President for Development
3. Vice President for Finance and Administration
4. Dean of Students
5. Director of Physical Plant
6. Director of Public Affairs
7. Director of Health Services (if appropriate)
8. Director of Athletics (if appropriate)

Each senior administrator will notify and coordinate the activities of the appropriate person in their respective divisions. 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 above activities will be handled in accordance with procedures found in the Major Disturbance and Disaster Plan in the Austin Peay State University Public Safety Manual.

The Director of Public Safety is designated as the campus Civil Defense Coordinator, and as such will maintain close liaison with the local Civil Defense, will ensure a maximum and continuing state of civil defense preparedness, and will coordinate all disaster recovery efforts.

1. Disaster: When it is determined that there is a high probability of an imminent disaster, the Director of Public Safety will (with the concurrence of the President or his designee) cause an alert to be issued via telephone to the Emergency Operations Team.
2. Civil Disorders: Procedures developed by the Student Affairs Division will be followed in the

event of impending or actual civil disorder situations on campus. The Dean of Students will coordinate corrective procedures if a civil disorder should occur or appears to be imminent.

#### B. Building Emergency

Each building or building complex will have a senior faculty or staff member appointed as the Building Security Coordinator. These individuals will be appointed by the Vice President for Finance and Administration 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.

Upon determination that a condition which could lead to a state of emergency exists 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 Building Security Coordinator, the Director of Public Safety, and the appropriate senior administrator shall implement the necessary procedures to ensure the safety and protection of the persons and property in the building.

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.

1. Disaster: When it is determined that there is a high probability of a disaster, the Building Security Coordinator shall be notified immediately. This person shall notify the Director of Public Safety. These two persons, in cooperation with other appropriate persons, will determine whether to notify department chairpersons, all persons occupying the building, to evacuate the building, or take other steps necessary to safeguard personnel and property.
2. Civil Disorders: In the event a civil disorder develops or conditions develop which could lead to a disruption of normal activities, the Building Security Coordinator shall notify the Director of Public Safety, who, in cooperation with the appropriate senior administrator, will initiate the necessary actions to return conditions to normal.

## BUILDING SECURITY COORDINATORS

<u>BUILDING</u>	<u>SECURITY COORDINATOR</u>
Browning	Mr. Wendell Gilbert
McCord	Dr. John Foote
McReynolds	Dr. Wynella Badgett
University Center	Ms. Marsha Reynolds
Clement	Dr. Solie Fott
Claxton	Dr. Carl Stedman
Archwood	Dr. Vernon Warren
Library	Dr. Donald F. Joyce
Memorial Health	Mr. Andrew Simmons
Armory	LTC Riley J. Smith
Sexton	Dr. Evelyn Nixon
Dunn Center	Mr. Tim Weiser
Shasteen	Mr. Bill Taylor
Kimbrough Building	Dr. Rex Galloway
Ziegler	Dr. James Goode
Ellington	Dr. Philip Weast
Trahern	Dr. Joe Filippo
Marks	Mr. David Grimmett
Dormitories	Mr. Gary Levy

BUILDING SECURITY COORDINATORS  
8/89

<u>BUILDING</u>	<u>SECURITY COORDINATOR</u>
Browning	Mr. Wendell Gilbert
McCord	Dr. John Foote
McReynolds	Dr. Wynella Badgett
University Center	Ms. Marsha Reynolds
Clement	Dr. Solie Fott
Claxton	Dr. Carl Stedman
Archwood	Dr. Vernon Warren
Library	Dr. Donald F. Joyce
Memorial Health	Mr. Andrew Simmons
Armory	LTC Riley J. Smith
Sexton	Dr. Evelyn Nixon
Dunn Center	Mr. Tim Weiser
Shasteen	Mr. Bill Taylor
Kimbrough Building	Dr. Rex Galloway
Ziegler	Dr. James Goode
Ellington	Dr. Philip Weast
Trahern	Dr. Ellen Kanervo
Marks	Dr. Wayne Stamper
Dormitories	Mr. Gary Levy
Emerald Hills Alumni Center	Mr. Doug Barber

BUILDING SECURITY COORDINATORS  
9/90

<u>BUILDING</u>	<u>SECURITY COORDINATOR</u>
Browning	Mr. Wendell Gilbert
McCord	Dr. John Foote
McReynolds	Dr. Wynella Badgett
University Center	Ms. Marsha Reynolds
Clement	Dr. Lewis C. Tatham
Claxton	Dr. Carl Stedman
Archwood	Dr. Vernon Warren
Library	Dr. Donald F. Joyce
Memorial Health	Mr. Andrew Simmons
Armory	LTC James M. Spencer
Sexton	Ms. Blanche Wilson
Dunn Center	Mr. Tim Weiser
Shasteen	Mr. Bill Taylor
Kimbrough Building	Dr. Rex Galloway
Ziegler	Dr. Gaines Hunt
Ellington	Dr. Philip Weast
Trahern	Mr. Max Hochstetler
Marks	Dr. Wayne Stamper
Dormitories	Mr. Gary Levy
Emerald Hills Alumni Center	Mr. Doug Barber
Music/Mass Communication Bldg.	Dr. Solie Fott
Tennis Center	Mr. Tim Weiser

BUILDING SECURITY COORDINATORS  
10/92

<u>BUILDING</u>	<u>SECURITY COORDINATOR</u>
Browning	Mr. Wendell Gilbert
McCord	Dr. John Foote
McReynolds	Dr. Wynella Badgett
University Center	Ms. Melanie Butterworth
Clement	Dr. Lewis C. Tatham
Claxton	Dr. Carl Stedman
Archwood	Mr. Glenn Carter
Library	Dr. Donald F. Joyce
Memorial Health	Mr. Andrew Simmons
Armory	LTC Larry Nelson
Sexton	Ms. Blanche Wilson
Dunn Center	Mr. Tim Weiser
Shasteen	Mr. Bill Taylor
Kimbrough Building	Dr. Carmen Reagan
Ziegler	Dr. Gaines Hunt
Ellington	Dr. Philip Weast
Trahern	Mr. Max Hochstetler
Marks	Dr. Wayne Stamper
Dormitories	Mr. Joe Mills
Emerald Hills Alumni Center	Mr. Doug Barber
Music/Mass Communication Bldg.	Dr. Solie Fott
Tennis Center	Mr. Tim Weiser

## BUILDING SECURITY COORDINATORS

8/94

Corrected CopyBUILDINGSECURITY COORDINATOR

Browning

Mr. Wendell Gilbert

McCord

Dr. John Foote

McReynolds

Dr. Wynella Badgett

University Center

Ms. Melanie Butterworth

Clement

Dr. Stuart Bonnington

Claxton

Dr. Carl Stedman

Archwood

Mr. Glenn Carter

Library

Dr. Donald F. Joyce

Memorial Health

Mr. Andrew Simmons

Armory

Major Frank Dillard

Sexton

Ms. Blanche Wilson

Dunn Center

Dr. Kaye Hart

Shasteen

Mr. Bill Taylor

Kimbrough Building

Dr. Carmen Reagan

Ziegler

Dr. Gaines Hunt

Ellington

Dr. Philip Weast

Trahern

Mr. Max Hochstetler

Marks

Dr. John W. Blake

Dormitories

Mr. Joe Mills

Emerald Hills Alumni Center

Director of Annual Giving  
and Alumni Relations

Music/Mass Communication Bldg.

Dr. Solie Fott

Tennis Center

Dr. Kaye Hart

Harned Hall

Dr. D'Ann Campbell