

CRISIS PROCEDURES

Desktop Guide



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EMERGENCY TELEPHONE NUMBERS



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Safety and Security 24-Hour Cell Phone	731-394-2922
Safety and Security Office	731-661-5018
Director for Safety and Security	731-661-5134
VP for Student Life/Dean of Students	731-661-5090
Residence Director on duty	731-298-7768
Jackson Police Department (non-emergency)	731-425-8400
Jackson Fire Department (non-emergency)	731-425-8341

LIFE THREATENING EMERGENCY; FIRE OR PERSONAL SAFETY

911

Union Counseling Services	731-661-5923
Union Station (general information)	731-668-1818

To register for Union's free emergency text message notification system, visit www.uu.edu/uualerts.

INTRODUCTION



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Union University is committed to ensuring a safe environment within which all members of our community may learn, live, teach, and work. The safety of our students, faculty, staff, and visitors is of primary importance. Safety and security – our own and that of others – requires preparedness, situational awareness and vigilance from all of us.

Here, as elsewhere, the responsibility for the safety of everyone in our community belongs to each of us individually as well as collectively. It is, therefore, important for all of us to familiarize ourselves with the following procedures developed by the University. This guide provides quick steps to follow in case of a variety of emergencies. Please review these points and keep the guide in an easily accessible location.

Purpose of this Guide:

1. To provide guidelines for meeting minor emergencies as well as actions to take during major disasters.
2. To provide a means to notify the University community of steps to take during times of emergency and/or crisis.
3. To emphasize the importance of following proper procedures during times of emergency and/or crisis.

INTRODUCTION (CONT.)



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Security Officer Services

The Office of Safety and Security works to provide a safe and secure campus environment by protecting and providing assistance for students, faculty, staff, and visitors. We will be service-oriented, person-centered and distinctively Christian in all that we do.

Union University campus security is maintained 24 hours a day, 7 days a week, 365 days a year by the Union University Office of Safety and Security. Union Security can also provide on-campus escorts to and from buildings and vehicles. Uniquely suited to problem-solving and serving the University's faculty, staff, and students, Union University Safety and Security Officers stand ready to serve when called upon night or day.

Security 24/7 cell phone number

731-394-2922

BOMB THREAT



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In the event of a bomb threat:

- ♦ DO NOT HANDLE ANY SUSPICIOUS OBJECT OR PACKAGE!
- ♦ Clear the area and immediately call Union Safety and Security at 731-394-2922.
Union Safety and Security will make the appropriate notifications.

Any person receiving a bomb threat by phone should ask:

- ♦ “When is the bomb going to explode?”
- ♦ “Where is the bomb located?”
- ♦ “What kind of bomb is it?”
- ♦ “What does it look like?”
- ♦ “Why did you place the bomb?”

If possible keep talking to the caller and record the following:

- ♦ Time of call.
- ♦ Age and sex of caller.
- ♦ Speech pattern, accent, possible nationality, etc.
- ♦ Emotional state of the caller.
- ♦ Background noise.

BOMB THREAT (CONT.)



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IMMEDIATELY notify UU Safety and Security at 731-394-2922 and report the incident.

- Union Security will work to determine if the building will need to be evacuated and communicate with the campus community.
- Union Security will ensure that a detailed search is accomplished. Employees are requested to make a cursory inspection of their area for suspicious objects or packages as they evacuate, and report the location to Union Security from a safe place. **DO NOT TOUCH THE SUSPICIOUS OBJECT OR PACKAGE.** Do not open drawers or cabinets, and do not turn lights on or off or utilize 2-way radios or cell phones in the area of suspicion.
- Assist disabled person(s) in exiting the building. Remember that elevators are reserved for disabled persons.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

The incident commander on the scene will initiate a search for explosives and a clearing of buildings. They will notify UU officials when it is safe to return. Do not return to an evacuated building until instructed to do so by a University official.

CHEMICAL SPILL OR RADIATION RELEASE



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Union University is adjacent to two major traffic arteries in West Tennessee, Interstate 40 and Highway 45 Bypass. Many dangerous substances are transported daily on these routes and are susceptible to accidental release in the aftermath of collisions or fire. An example of this would be a release of anhydrous ammonia from tanks or chlorine being transported along the Bypass. These toxic substances can be carried in cloud form and, depending upon variable winds, could threaten the Union campus and its population.

In the event of a chemical spill or radiation release:

- Immediately report the incident to Union Security at 731-394-2922 and give the location, material(s) involved, and the extent of any injuries, if known.
- Activate the building alarm. Caution: The building alarm may be a local alarm and therefore might ring only in the building; you should also report the emergency by dialing 911.
- Evacuate the affected building or area and leave clear access for arriving emergency personnel.
- Always try to be uphill, upstream, or upwind of the threat to avoid contamination.
- Assist disabled persons in exiting the building. Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- An emergency command post may be set up in a safe location on campus.
- Do not return to an evacuated building or an affected area until instructed to do so by a University official.

EARTHQUAKES



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Jackson and Madison County are in the area of the New Madrid fault zone. Earthquakes occur without warning. They cannot be prevented or avoided; however, preparation and awareness of proper actions to take can lessen the danger for those involved.

1. Ground movement is seldom the actual cause of death or injury.

Most casualties result from partial collapse of buildings, falling objects and panic.

2. Things to do in advance:

- Have a flashlight with good batteries available.
- Know exit routes from each building that you use.
- Keep a supply of drinking water.
- In advance of possible earthquakes, check your room or surroundings for hazards such as bookcases and heavy objects on high shelves or hanging on walls.
- Visit shakeout.org for more information.

3. When an earthquake occurs:

- DROP • COVER • HOLD ON

EARTHQUAKES (CONT.)



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b. If you are indoors, attempt to evacuate outdoors, if possible. If trapped inside, seek shelter near a table, couch, or desk to protect yourself from collapsing walls. Avoid outer walls and overhangs of buildings which may collapse.

c. If you are outdoors, get into the open and away from potential falling debris, downed power lines, bridges, overpasses, etc.

4. After an earthquake:

- a. Give first aid, if needed; do not move seriously injured people.
- b. Stay calm and act cautiously.
- c. Use phones ONLY to request emergency assistance. Expect for there to be power outages and overwhelmed phone lines.
- d. Try to conserve as much of your cell phone battery as possible. Send text messages with your/others exact location and physical status to responsible recipients. This will increase the likelihood of someone being able to locate you quickly if your cell phone battery dies.
- e. If you detect a gas leak, report it to emergency officials as soon as possible and move away from the area.
- f. Do not return to an evacuated building until instructed to do so by a University official.

FIRE



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If a fire occurs in your area, DIAL 911. If there is a pull station, pull it and then call Union Security 731-394-2922. Security officers will need to both assist you and direct emergency services to your location on campus.

- Know the locations of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them in case of an emergency.
- If a minor fire appears controllable, and a fire extinguisher is available, pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame. Union Security must be notified, even if it is quickly extinguished.
- ◆ **During a fire alarm in any building, you are required to evacuate immediately.**
- If you become trapped on a high floor of a tall building during a fire, find a room, preferably with a window (keep window closed as much as possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- If you are in a closed room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, take your shoes, clothing, and room key and proceed to the nearest exit. Shout and pound on doors as you leave.

FIRE (CONT.)



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- For large fires that do not appear controllable, CALL 911, pull the fire alarm notify Union Security. Immediately evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors or open windows.
- When the building evacuation alarm is sounded to signal that an emergency exists, move quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- A campus emergency command post may be set up near the emergency site.

Do not return to an evacuated building until instructed to do so by a University official.

GAS LEAK



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In the event of a gas leak:

- After you have evacuated the area, call Union Security at 731-394-2922. Union Security will make the appropriate emergency notifications.
- Evacuate the building if the safety of faculty, staff, and students is threatened.
- Open doors to promote cross-ventilation.
- Union Security or other emergency services will establish a safe perimeter. All persons except those needing to enter will be restricted. Union Security may ask for assistance in establishing a perimeter.

Do not return to an evacuated building until instructed to do so by a University official.

(Do not use cell phones or two-way radios near a gas leak!)

SERIOUS ILLNESS OR INJURY



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In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Have a bystander call Union Security at 731-394-2922. Give your name, the campus location of the victim, and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.
- Keep the victim still and comfortable.
- Ask the victim, “Are you ok?” and “What is wrong?”
- Check breathing and give CPR if necessary and if you are properly trained.
- Control serious bleeding by direct pressure on/near the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witness(es), and give all information to the paramedics.

SEVERE WEATHER / TORNADO



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Jackson, Tennessee has endured numerous devastating tornadoes. In fact, Union University's campus has suffered multiple tornadoes. In light of this, it is necessary to have an organized method by which to provide as much warning and preparation as possible, should another tornado threaten our campus. It is also crucial to be able to quickly and effectively respond in the event a tornado has been spotted nearby or touched down on the campus.

Tornado Watch. A watch indicates that weather conditions are such that a tornado could form. Normal activities may be continued, but alertness for possible threatening conditions should be maintained.

Tornado Warning. A warning indicates that a tornado has been spotted or a tornado signature has been recorded on Doppler radar. All persons should seek appropriate shelter immediately. Tornado warnings are typically 45 minutes in length.

Procedures

Procedures to follow in the event of a tornado warning begin with the communications and warning system used by the city of Jackson and Madison County. Sirens located in various parts of the city and county are used to alert citizens of a tornado warning. These sirens can be heard in and around most campus locations.

In the event that conditions become conducive for a tornado:

- ♦ Union officials will monitor and track the storm.
- ♦ When a warning sounds, all persons should move to an inner area on the first floor (where there are no windows, hallways, etc.) or a safe room built to withstand high winds.
- ♦ When the warning is over, Union Security will notify persons in each building by phone, text message, or in person.

SEVERE WEATHER / TORNADO (CONT.)



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In the event of a threat of severe weather:

- Monitor local weather resources. You may contact Union Security at 731-394-2922.
- Union Security will monitor the progress of the severe weather.
- Check all first aid kits to ensure they are supplied.
- Review evacuation procedures.

In the event of severe weather:

- Shut down all computers and electrical equipment that might be damaged.
- The decision to evacuate a building will be announced by Union officials.
- Evacuate the building if the safety of the faculty, staff, students, and visitors are threatened.
- Meet at a predetermined location away from the building.
- Check all areas to ensure that everyone is evacuated.

Shelter locations:

Barefoot Student Union Building	Interior restrooms and windowless interior office suites and hallways
Blasingame Academic Complex.....	Center classrooms and restrooms
Fesmire Fieldhouse.....	Interior restrooms
Grant Events Center	Restrooms, windowless small dining rooms and interior hallway
Hammons Hall.....	1st floor stairwells and interior restrooms
Jennings Hall	1st floor hallways, windowless rooms and restrooms
The Logos	Interior windowless rooms, preferably 1st floor
Luther Hall	Interior restrooms
Penick Academic Complex.....	Interior hallways and restrooms
Providence Hall.....	1st floor hallways and restrooms
Residential Buildings / Commons	1st floor safe rooms and restrooms
White Hall	1st floor hallways and restrooms
*Germantown.....	1st floor windowless hallways, windowless rooms and restrooms
*Hendersonville	1st floor windowless hallways, windowless rooms and restrooms
*MCUTS	1st floor windowless hallways, windowless rooms and restrooms

CRIMINAL OR VIOLENT BEHAVIOR



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In the event of criminal or violent acts:

Immediately dial 911 and report the following to the dispatch operator:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved
- Any weapons involved
- Welfare of the person
- Report suspicious situations or persons to Union Security.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all available cover and concealment. After the disturbance, seek emergency first aid, if necessary.

See “Active Shooter / Active Violent Incident” for further guidance.

What to do if taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
- Follow instructions.
- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom privileges).
- Do not speak confrontationally to the captor, who may be in an agitated state. Maintain eye contact with the captor at all times if possible, but do not stare.

CRIMINAL OR VIOLENT BEHAVIOR (CONT.)



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- ♦ Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory.
- ♦ Be prepared to answer questions from the police on the phone.

Disruptive demonstrations or riots

In the event that a demonstration or riot blocks access to University facilities or interferes with the operations of the University:

- ♦ Contact Union Security.
- ♦ Avoid the demonstration.

ACTIVE SHOOTER / ACTIVE VIOLENT INCIDENT



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Responding to a report of an **ACTIVE SHOOTER** or other **ACTIVE VIOLENT INCIDENT:**

- ◆ **Situational Awareness:** Always be aware of your environment and any possible dangers and/or vulnerabilities.
- ◆ **RUN:** Take note of the two nearest exits in any facility you visit and flee if possible.
- ◆ **HIDE:** If you are in an office, stay there and secure the door. If you are in a hallway, get into a room and secure the door. Consider turning the lights off!
- ◆ **FIGHT:** As a last resort, attempt to take the active shooter/attacker down. When the shooter/attacker is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL 911 WHEN IT IS SAFE TO DO SO!

Safety and Security 24-Hour Cell Phone: 731-394-2922

To register for Union's free emergency text/email message notification system, visit www.uu.edu/uualerts.

Please register for any new safety technology and tools that become available to us. Report any incidents to the Office of Safety and Security as soon as possible to enable the fastest, most appropriate response.

If you See Something, Say Something!