

EMERGENCY NOTIFICATION AND CONTACT INFORMATION

IN CASE OF EMERGENCY CALL 911 FROM A CAMPUS PHONE (615-421-1911 FROM A CELL PHONE)

Be prepared to provide the following information:

1. Your name
2. Your location (building, floor, room number)
3. Location of the emergency (if different from above)
4. Nature of the emergency
5. Approximate number of people involved, if known.

Vanderbilt Police will dispatch police officers and notify the Fire Department, Emergency Medical Responders, Environmental Health and Safety Responders, or other agencies, as required.

OTHER EMERGENCY CONTACTS

Name: Office:
Cell:

Name: Office:
Cell:

Name: Office:
Cell:

AED Location: _____

NON EMERGENCY

Vanderbilt Police Department:

2-2745 (615-322-2745) NON-EMERGENCY

TABLE OF CONTENTS

INTRODUCTION	3
DEPARTMENT EMERGENCY COORDINATORS.....	3
SEVERE WEATHER.....	4
FIRE.....	6
EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES	8
MEDICAL EMERGENCY.....	9
ROBBERY/SUSPICIOUS PERSON	9
BOMB THREAT	10
ACTIVE SHOOTER (WORKPLACE VIOLENCE).....	11
HOSTAGE SITUATION	12
EARTHQUAKE.....	13
SUSPICIOUS LETTER, PACKAGES/ITEMS	14
ELECTRICAL FAILURE.....	16
WATER INTRUSION	16

Vanderbilt University Campus Emergency Response

INTRODUCTION

The purpose of the **Campus Emergency Response** plan is to ensure that procedures for responding to emergencies are developed and made available to faculty, staff, and administrators. The plan provides for contingency planning and emergency response. The plan should be used by each academic or administrative unit, and through the Vanderbilt Police Department, can be coordinated with other units' plans and the Medical Center Disaster Plan.

The purpose of the **individualized one-sheets** is to provide the specific information necessary to provide for the safety and well-being of our students, faculty, and staff during an emergency. The purpose of posted materials is to provide abbreviated instruction and direction for immediate response.

DEPARTMENT EMERGENCY COORDINATORS

Department Emergency Coordinators (DECs) are responsible for ensuring that their respective administrative or academic units are aware of emergency procedures, for seeing that members of their units have access to a copy of emergency response documents including the individualized one-sheets and classroom postings, and for initiating updates to the one-sheets and postings on an annual basis.

Departments should make every effort to provide all faculty and staff members with access to a copy of this plan, and copies of the one-sheet to which they may refer in the event of any emergency. The Vanderbilt Police Department Emergency Preparedness Division must also be provided with a copy of these materials. (Note that physical copies should be maintained in key locations in the event of power outages or network outages.)

The Department Emergency Coordinators should revise the materials for which they are responsible each June. Faculty, staff, and administrators should review changes in the materials and refresh their familiarity with them each time an updated version is issued.

SEVERE WEATHER

Vanderbilt has a severe-weather, early-warning system to notify persons out of doors on campus of approaching tornadoes and severe weather, such as thunderstorms that might include hail or lightning, or winter precipitation such as sleet.

TORNADO WARNING

- **If a tornado is spotted within 15 minutes of the campus, the tornado sirens will sound for 3 minutes.** The sirens sound like a slow wail and can be heard within a one mile radius of the campus. This siren will sound only if the campus is in imminent danger of a tornado.
- When a siren sounds, persons out of doors should take immediate shelter inside, and persons inside who hear the sirens or who are alerted to the danger through other means, should proceed to the "shelter-in-place" locations in campus buildings
 - The sirens will sound again if VPD receives notification of another tornado.
 - There is no "all clear" siren to indicate that the tornado has passed. If another siren does not sound after the initial one, and 30 minutes have passed, one may assume that the danger has passed. However, conditions should be confirmed with VPD or through media weather alerts before one ventures out of doors.
- Metropolitan Nashville Davidson County also has a siren system that will sound if there is a **tornado warning for Davidson County**. The nearest sirens to campus are in Fannie May Dees Park at 24th Avenue South and Blakemore, and in Centennial Park. We may not hear Metro's sirens at some locations on campus.

OTHER SEVERE WEATHER

- If severe weather is within 15 minutes of the campus, speakers located on the Stadium Club, the Student Rec. Center, the Kennedy Center, and the Baker Building will make an announcement warning of severe weather and advise those within earshot to take cover. **Such announcements are not likely to be heard in buildings.** The mostly likely notification will be through campus emergency personnel, through media weather alerts, or through NOAA radios announcements.

WHEN TORNADO SIREN SOUNDS OR RADIO/TV TORNADO WARNING ISSUED

- Using stairwells, and avoiding elevators, move to designated "shelter in place" locations, alerting others as you go.
- If someone is disabled and unable to take the stairs, follow the procedures for disabled persons. Move to a safe area on that floor, preferably against an interior wall and cover your head and neck with hands.
- Close, but **DO NOT** lock, all doors as you move to the "shelter-in-place" area, especially doors leading to exterior rooms (rooms with windows).
- Stay away from windows, doors, exterior walls, and glass.
- Do not go outdoors or attempt to outrun the storm.
- Take a NOAA weather radio with you to monitor weather updates, if possible.
- Notify VPD at 911 (or 615-421-1911 from a non-campus phone) in the event that someone is injured or there is building damage caused by the weather.

- Wait for the weather to subside and for further instruction from emergency personnel. Campus emergency personnel, a DEC, or supervisor will issue notification when it is safe to leave the shelter in place area.

IF YOU ARE OUTSIDE

- Go quickly inside the closest sturdy building.
- Stay away from possible hazards (power lines, traffic, trees, etc.). If you cannot seek shelter in a building, lie in a ditch or low-lying area and cover your head and neck.
- If you can get inside a building, quickly move to the "shelter-in-place area. Place your back against an interior wall away from any windows or glass, and cover your head and neck with your hands.
- Wait there for the weather to subside.

REPORTING INJURIES OR DAMAGE

- Call VPD at 911 (or 615-421-1911 from a non-campus phone) to report injuries to persons or damage to buildings.
- Do not tour damaged areas of the building.
- After the weather has subsided, immediately exit the building if it smells of natural gas or chemicals, and report this circumstance to VPD.
- If you must evacuate, avoid downed power lines and potential falling debris. Go to an open area away from potential hazards, such as trees. If weather has subsided, go to designated assembly site if it is safe. If severe weather continues, go to the closest building that you can safely reach.

FIRE

IF YOU DISCOVER A FIRE OR SMOKE

- Remove yourself from immediate danger.
- Assist others in leaving the immediate danger as long as it is safe to do so.
- Confine the fire or smoke by closing doors and windows as you leave, if possible.
- Activate the nearest fire alarm to alert building occupants of the fire.
- Attempt to extinguish the fire *only* if the following conditions are met:
 - You have been properly trained in the use of a fire extinguisher
 - The fire is small (wastebasket size)
 - You are not alone
 - A viable escape route is available
 - If any of these conditions are *not* met, simply close the door and evacuate.
- If you do use a portable extinguisher, follow the **PASS** procedure.
 - P** – PULL the pin on the extinguisher
 - A** – AIM at the base of the fire
 - S** – SQUEEZE the handle before you approach the fire from about 8-10 feet away
 - S** – SWEEP and SPRAY covering the entire fire surface as you approach
- Evacuate through the nearest safe exit or exit stairwell. Exit through the windows only if absolutely necessary, or if you are on the ground floor.
- Remember that it is important to avoid propping hallway or exit doors open. Open doors can allow smoke to enter stairwells and exit hallways, severely jeopardizing safe evacuation.
- Go to the designated evacuation assembly point.
- Call VPD at 911 (or 615-421-1911 from a non-campus phone) to ensure the fire was reported and provide them with the following information:
 - Building name
 - Floor or room number
 - Size and/or type of fire
 - Your current location
 - Your name
- Reenter only with the permission of VPD.

IF YOU HEAR OR SEE A FIRE ALARM

- *Never* assume the fire alarm is a false alarm.
- Move to the safest exit or exit stairwell. Exit through the windows only if necessary, unless you are on the ground floor.
- Close, but **DO NOT** lock the doors as you leave.
- Exit the building and proceed to the evacuation assembly area.
- Await further instructions from VPD or the fire department.

IF TRAPPED INSIDE

- Wedge cloth materials along the bottom of the door to keep the smoke out.
- Close as many doors as possible between you and the fire.
- Stay as close to the floor as possible.

- Call VPD at 911 (or 615-421-1911 from a non-campus phone) and notify them of your situation.
- Hang a coat or other material out the window and close the window.
- If you must have air, open a window, if possible.
- If necessary, signal through the window to let safety personnel know your location. Otherwise, stay close to the floor and wait for further instruction from emergency personnel.

EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

Some persons may require assistance with evacuation, or with moving to a "shelter in place" location.

Mobility-Impaired: Wheelchair

- Persons in wheelchairs located on the first floor may use an accessible exit (in case of fire), unless it is rendered inaccessible by smoke, fire or hazardous material.
- It is not safe to attempt to move a wheelchair down the stairs. Possible courses of action include the following.
 - **Stay in place**
 - Select a room with exterior window, and a solid or fire-resistant door (in case of fire).
 - Remain with disabled person and send someone to evacuation assembly area (or the shelter in place location) to notify emergency personnel of the location of the person needing assistance.
 - Place the disabled person near a stairway landing to await assistance, although this area may not be protected from smoke and other hazards. **However, DO NOT BLOCK STAIRWAY.**
 - Emergency response personnel can then enter the building and assist the person in exiting.
 - While staying in place, remain in direct contact with emergency services by calling VPD at 911 (or 615-421-1911 from a non-campus phone) and notifying them of your location and situation.
 - **Stairway evacuation**
 - Stairway evacuation of wheelchair users should be conducted by trained professionals from emergency services. **Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users.** If this must be attempted, there are two possible techniques, listed below.
 - **Two-person cradle**
 - Wait until other evacuees have moved down the stairwell.
 - Two persons stand on either side of the individual needing assistance.
 - The persons assisting reach under the individual and lift him/her out into a cradle.
 - Those assisting control descent by walking slowly and cautiously down the stairs sideways.
 - Never leave a wheelchair in stairwell.
 - **Chair Evacuation**
 - Two persons transfer the individual to sturdy chair without wheels.
 - One person gently leans the chair backwards.
 - Another person faces the chair and holds onto its front legs.
 - These persons lift the chair simultaneously (lifting with their legs and not their backs).
 - Those assisting control descent by bending their legs and keeping their backs straight, moving slowly and cautiously down the stairs.

MEDICAL EMERGENCY

In the event of a medical emergency:

- Remain with the injured person. **DO NOT** move him/her unless failure to do so would expose the individual to further peril.
- Call VPD at 911 (or 615-421-1911 from a non-campus phone) and provide the following information:
 - Building name
 - Floor or room number
 - Caller's name and phone number
 - Nature of injury and severity of injury
 - Location of injured person
 - Name and age of injured person, if known
 - Gender of injured person
 - Current condition
 - Any known medical history

ROBBERY/SUSPICIOUS PERSON

In the event of a robbery, or if you notice a suspicious person, follow these guidelines.

- Call VPD at 911 (or 615-421-1911 from a non-campus phone)
- Have as much information about the person as possible for the police including description, and identity (if known).
- Follow instruction of VPD.
- Alert other persons in the building.

BOMB THREAT

- Anyone receiving telephoned threats should get as much information as possible from the caller, using the form below, and keeping the caller on the phone for as long as possible.
- If you have a D-term, examine the display to identify number from which person is calling, and write it down.
- If possible, alert the nearest staff member so they can call VPD, or call VPD from a cell phone. Call VPD as soon as you are off the phone, if they have not been already called.
- Bomb Threats received through the mail or by means other than telephone should be reported to VPD immediately, at 2-2745 (615-322-2745 from a non-campus phone).
- VPD will assess the threat and determine whether it is necessary to evacuate the building. If it is necessary to evacuate, follow evacuation procedures. Return to the building only after VPD has announced that you may do so.

Exact time of call _____ Phone number of caller (if available) _____

Exact words of caller _____

QUESTIONS TO ASK

When is the bomb going to explode? _____

Where is the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

Where are you calling from? _____

What is your address? _____

What is your name? _____

Caller's voice (circle) Male Female

Calm	Disguised	Nasal	Angry	Broken	Stressed	Slurred
Stutter	Slow	Sincere	Lisp	Rapid	Accent	Normal
Giggling	Deep	Crying	Squeaky	Excited Loud		

If voice is familiar, whom did it sound like?

ACTIVE SHOOTER (WORKPLACE VIOLENCE)

If you are involved in a situation where someone has entered the area and started shooting, the following actions are recommended *if you are able to exit the building*.

- Exit the building immediately.
- Notify anyone you may encounter to exit the building immediately.
- Notify VPD at 911 (or 615-421-1911 from a non-campus phone) and provide them with the following information:
 - Your name
 - Location of the incident (be specific: building, floor, room number if known)
 - Number of shooters (if known)
 - Identification of shooter(s) (if known)
 - Number of persons who may be involved (if known)
 - Your current location
- Once you have exited the building, DO NOT re-enter the building until VPD as announced that you may do so.

If **exiting the building is not possible, but you are able to leave the scene**, the following actions are recommended:

- Go to the nearest room or office.
- Close, and if possible, lock the door.
- Cover the door windows and turn off the lights.
- Keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- If possible, call VPD at 911 (or 615-421-1911 from a cell phone) and provide the following information:
 - Your name
 - Location of the incident (be specific: building, floor, room #, if known)
 - Number of shooters (if known)
 - Identification of shooter(s) (if known)
 - Number of persons who may be involved (if known)
 - Your current location
- Wait for VPD to assist you out of the building.

If you are **unable to leave the scene**, the following actions are recommended.

- Drop to the floor.
- If possible, hide under a desk or table.
- Remain extremely quiet and wait for emergency personnel to arrive. Do not leave your hiding place unless absolutely necessary.

HOSTAGE SITUATION

IF YOU HEAR OR SEE A HOSTAGE SITUATION

- Immediately remove yourself from any danger, if possible to do so without serious threat to your life.
- Immediately call VPD at 911 (or 615-421-1911 from a cell phone) and provide the following information:
 - Location and room number of incident
 - Number of possible hostage takers
 - Physical description and names of hostage takers, if possible
 - Number of possible hostages
 - Weapons the hostage takers may have
 - Your name
 - Your location and phone number

IF YOU ARE TAKEN HOSTAGE

- Remain calm, be polite and cooperate with your captors.
- DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain, avoid being belligerent; comply with all orders and instructions.
- DO NOT draw attention to yourself with sudden body movements, statements, comments or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that may help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present captors' demands to authorities, either in writing, on tape, or by telephone, state clearly that the demands are from your captors. If possible, avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors.

IN A RESCUE SITUATION

- DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all instructions given by the rescue team.
- Do not be upset, resist, or argue if a rescuer is not sure if you are a captor or a hostage.
- Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear.

EARTHQUAKE

- If indoors, drop to the floor, draw your knees to your chest and cover your head with your hands. Protect yourself from falling objects such as light fixtures, books, shelves, stacking furniture, and file cabinets.
- If possible, get under a sturdy desk or table.
- Stay away from windows.
- Avoid stairwells.
- DO NOT stand in a doorway.
- If outside, move away from structures, power lines and other possible hazards.
- During the shaking, DO NOT run for exits or attempt to leave the building.

WHEN THE SHAKING STOPS

- Check for injuries to people in your area. DO NOT attempt to move seriously injured persons unless they are in immediate danger.
- Check the area for safety hazards such as building damage, fires, chemical spills or gas leaks.
- Exit the building and go to the designated assembly area. Report injuries and dangerous conditions to VPD at 911 (615-421-1911 from a cell phone).
- Use telephones only for urgent matters such as injuries, fires, gas or chemical leaks, or downed power lines.
- Once you have exited the building, DO NOT re-enter the building until VPD has announced that you may do so.

SUSPICIOUS LETTER, PACKAGES/ITEMS

If you encounter a suspicious letter, package, or other item that is delivered or left unattended in an area and, which causes suspicion because of protruding wires, strange odors, smoke or vapors, beeping, ticking, the presence of a **powdery substance on the outside, or leaking:**

1. Do not open, shake or disturb the item
2. Do not smell the item.
3. Do not pass the item to others or transport contents out of the area.
4. If you are holding the item, set it down gently and walk away from it.
5. Call Vanderbilt Police at 911, (615-421-1911 from a cell phone) and provide the location of the package, a description including size, and your location and contact number.

If the suspicious item has **powdery substance on the outside or is leaking:**

- 1. Follow the instructions above and,**
2. Do not try to clean up powders or fluids.
3. Place the envelope or package in a plastic bag or some other type of container to contain leakage of contents, if possible.
4. If nothing is available, cover the item and leave it undisturbed. Close windows; turn off fans, close door, or section off the area to minimize exposure to others.
5. Wash your hands with soap and water; move to an area that minimizes your exposure.
6. Remain in the area and restrict others from entering until the arrival of Vanderbilt Police.

The graphic below offers tips from the FBI regarding items that may arouse suspicion.

FBI *Advisory*

If you receive a suspicious letter or package

What should you do?

- 1** Handle with care
Don't shake or bump
- 2** Isolate and look for indicators
- 3** Don't Open, Smell or Taste
- 4** Treat it as Suspect!
Call 911



Excessive Tape or String

Oily Stains, Discolorations, or Crystallization on Wrapper

Wrong Title with Name

Strange Odor

Rigid or Bulky

Lopsided or Uneven

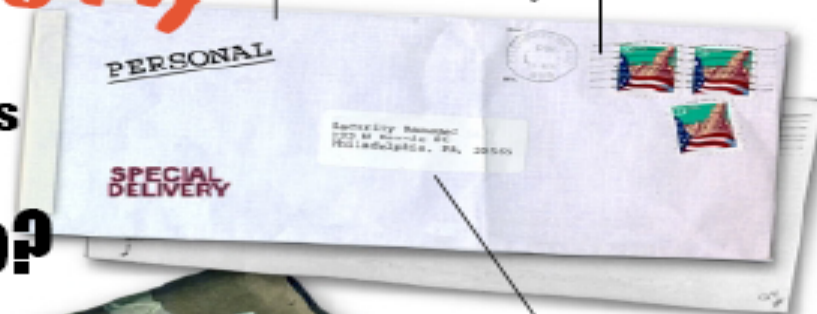
Protruding Wires

Badly typed or written

Misspelled Words
Addressed to Title Only
or Incorrect Title

Possibly Mailed from a Foreign Country
Excessive Postage

No Return Address
Restrictive Markings



If parcel is open and/or a threat is identified...

For a Bomb

Evacuate Immediately
Call 911 (Police)
Contact local FBI

For Radiological

Limit Exposure - Don't Handle
Distance (Evacuate area)
Shield yourself from object
Call 911 (Police)
Contact local FBI

For Biological or Chemical

Isolate - Don't Handle
Call 911 (Police)
Wash your hands with soap and warm water
Contact local FBI



ELECTRICAL FAILURE

In case of an electrical failure call Plant Operations at 2-2622 from a campus phone (615-322-2622 from a cell phone), or the Vanderbilt Police Department at 2-2745 from a campus phone (615-322-2745 from a cell phone) to report the outage. Be prepared to provide the following information:

- Building name
- Nature of the problem
- Floor of utility failure
- Person to contact and phone number
- Room number

During power failures, when in areas that do not have enough natural light to clearly see exit corridors, exit stairs, or exit doors use caution while emergency lights are on. Emergency lighting is temporary and is not provided for the purpose of continuing building operations.

If there is a disabled person in your area who needs assistance, assist the individual to a safer area, if necessary, or to the nearest stairwell. Call VPD at 911 (615-421-1911 from a cell phone) with the person's location and wait with the individual for responding officers.

WATER INTRUSION

The likeliest source of water intrusion is from malfunctioning or accidentally discharged fire-suppression sprinkler systems. Should such an event occur, verify that there is no fire, then notify VPD at 911 (615-421-1911 from a cell phone).

A second source of water intrusion derives from exterior drains being clogged during a torrential downpour, causing water to rise and enter through doorsills or basement windows. Such water intrusion may threaten building electrical systems, and should be reported to VPD at 911 (615-421-1911 from a cell phone).

A third potential source of water intrusion may be the result of reservoir breach or a dam breaking on one of the rivers in the middle Tennessee area. Some small number of University buildings might be affected by such an incident. Persons in these buildings should proceed to the highest floors in their respective buildings (via stairs, not elevators), and report their locations to VPD at 911 (615-421-1911 from a cell phone).

Appendix I

Emergency Supplies

Departments are advised to maintain basic emergency supplies to include the following:

First Aid Kit including:

- Sterile Bandages in assorted sizes
- Sterile non-stick gauze pads
- Hypoallergenic adhesive tape
- Oval eye pads
- Triangular bandages
- Sterile elastic roller bandages
- Small scissors
- Tweezers
- Moist towelettes
- Thermometer
- Tongue blades
- Vaseline
- Neosporin
- Burn Cream
- Aspirin and non-aspirin pain reliever
- Pepto-Bismol

Emergency Blankets

Toilet Paper

Hand Sanitizer

Latex Gloves

Ziplock Bags

Garbage Bags

Dust Masks

Feminine Supplies

Safety Pins

NOAA Radio w/ Extra Batteries

Flash Light w/ Extra Batteries

Wrench or Pliers (in case of exposed leaking pipes)

Waterproof Matches

Whistle to signal for help