



# Rhodes College

## Emergency Operations Plan

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This Document Supersedes All Previous  
Emergency Operations Plan Documents.

# TABLE OF CONTENTS

## Emergency Operations Plan

<b>Section 1: Basic Plan</b>	1
1.1 Introduction	
1.2 Purpose of the Plan	
1.3 Planning Assumptions	
1.4 Levels of Response	
1.5 Plan Activation	
1.6 Emergency Authority	
1.7 President's Senior Leadership Team	
1.8 Incident Command Post	
1.9 EOC Activation During Business Hours	
1.10 EOC After-Hours Emergencies	
1.11 Emergency Priorities and Resource List	
<b>Section 2: Emergency Operations Center</b>	12
2.1 ICS Organization, Position Responsibilities and Functions	
2.2 Management Function	
2.3 Operations Function	
2.4 Planning Function	
2.5 Logistics Function	
2.6 Finance/Administration Function	
2.7 ICS Organization	18
2.7.1 Overall Organizational Functions	
2.7.2 Incident Commander	
2.7.3 Command Staff	
2.7.4 General Staff	
2.7.5 Agency Representatives	
2.7.6 Technical Specialists	
2.7.7 Intelligence/Investigations Function	
2.7.8 Unified Command	
2.7.9 Planning Process	
2.7.10 ICS Forms	
2.7.11 Demobilization	
<b>Section 3: Emergency Policies and Protocols</b>	26
3.1 Fire	27
3.1.1 Policy Statement	
3.1.2 Definitions	
3.1.3 Responsibilities	
3.1.4 Fire Prevention Plan	
3.1.5 Emergency Action Plan	

3.1.6	Residence Hall Fire Safety Policies	
3.1.7	Designated Assembly Areas Following Evacuation	
3.2	Severe Weather.....	39
3.2.1	Policy Statement	
3.2.2	How will I be notified of potentially severe weather situations?	
3.3	Infectious Disease/Pandemic.....	41
3.3.1	Procedures	
3.3.2	Rhodes College Pandemic Readiness Plan	
3.4	Hazardous Chemical Spill or Release.....	49
3.4.1	Policy Statement	
3.4.2	General Procedures	
3.4.3	Procedures for First Responders	
3.4.4	Hazardous Spill or Release Contact Information	
3.5	Critical Utilities Failure.....	51
3.5.1	General Information	
3.5.2	Procedures	
3.6	Bomb Threat.....	53
3.6.1	Policy Statement	
3.6.2	Procedures	
3.6.3	Subsequent Procedures and Information	
3.6.4	Telephone Bomb Threat Checklist	
3.7	Violent, Criminal, or Disruptive Behavior.....	57
3.7.1	Active Shooter	
3.7.2	Demonstrations and Rallies	
3.7.3	Weapons on Campus	
3.8	Tornado.....	61
3.8.1	Policy Statement	
3.8.2	Responsibilities	
3.8.3	How will I be Notified of a Tornado Watch or Warning?	
3.9	Aircraft Accident, Explosion or Similar Incident.....	62
3.10.1	Procedures	
3.10	Shelter in Place.....	63
3.11.1	Policy Statement	
3.11.2	Definition	
3.11.3	Incident Notification	
3.11.4	Assessment	
3.11.5	Initiation of the Shelter-in-Place Command	
3.11.6	Shelter-in-Place Procedure	
3.11.7	“All Clear” Command	
3.11	Evacuation.....	66
3.12.1	Procedures for Whole-Campus Evacuation	
3.12.2	Procedures for Single Building Evacuation	
3.12	Psychological Emergencies.....	69
3.13	Death on Campus.....	70
3.14	Suspicious Package.....	70
3.14.1	Definition	

3.14.2	Specific Responses	
3.15	Building Collapse.....	71
3.15.1	General Information	
3.15.2	Procedures and Response	
3.16	Property Crimes on Campus.....	72
<b>Section 4:</b>	<b>Communications Plan.....</b>	<b>75</b>
4.1	Guide Definitions	
4.2	Scope	
4.3	Background	
4.4	Available Emergency Notification and Warning Systems	
4.5	Campus Alert Policy	
<b>Section 5:</b>	<b>College Plan Appendices.....</b>	<b>80</b>
5.1	Organization of the ICS Staff	
5.2	Critical Locations	
5.3	Plans for Emergency Food and Water	
5.4	Emergency Contact List (non-public)	

# Section 1: Basic Plan

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## SECTION CONTENTS

1.1	Introduction .....	5
1.2	Purpose of the Plan.....	5
1.3	Planning Assumptions.....	5
1.4	Levels of Response.....	6
1.5	Plan Activation.....	6
1.6	Emergency Authority.....	7
1.7	President’s Senior Leadership Team .....	7
1.8	Incident Command Post .....	7
1.9	Emergency Operations Center Activation During Business Hours .....	8
1.10	Emergency Operations Center After-Hours Emergencies .....	9
1.11	Emergency Priorities and Resource List.....	9

## **1.1 Introduction**

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Emergencies can happen suddenly and, when they do, they frequently overwhelm normal services and functions of the College. During a crisis, the College requires special programs to address the needs of the emergency response operations and recovery management. A “campus-wide emergency” is defined as an unplanned event that (a) significantly disrupts normal operations or poses a serious threat to persons or property, (b) cannot be managed by routine response, and (c) requires a quick and coordinated response across multiple departments or divisions.

Rhodes College establishes this Emergency Plan as a management guideline for immediate actions and operations required to respond to an emergency, crisis, or disaster. The overall priorities are the protection of lives, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring programs and services.

## **1.2 Purpose of the Plan**

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This plan provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during, and immediately after, an emergency in which normal operations have been interrupted and special measures must be taken to:

- Save and protect the lives of students, faculty, staff, and visitors.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Provide essential services and operations.
- Provide and analyze information to support decision-making and action plans.
- Manage College resources effectively in the emergency response.

This Emergency Plan follows and is based on the Incident Command System. The management structure adopted throughout the United States and with local city, county and state agencies.

## **1.3 Planning Assumptions**

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Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. It is standard practice to base planning on worst-case conditions.

- Critical lifeline utilities may be interrupted including water, electrical, telephone, radio systems, cellular telephones, and information systems.
- Regional and local services may not be available.
- Major roads may be impassable.
- Buildings and structures, including homes, may be damaged.
- Normal suppliers may not be able to deliver materials.

- Contact with families and homes may be interrupted.
- Emergency Operations Center staff may be stranded on campus—conditions may be unsafe to travel off campus.
- The College will need to conduct its own rapid damage assessment, situation analysis, and deployment of on-site resources and management of emergency operations on campus.
- Communication will be one of the highest priorities at the Emergency Operations Center. The internet/intranets may be down.

## **1.4 Levels of Response**

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For planning purposes, the College has established three levels of response to emergencies, which are based on the severity of the situation and the availability of campus resources:

### **LEVEL 1**

A minor to moderate incident where campus resources are adequate and available. There may be some damage and/or interruption, the conditions are localized, and the Emergency Operations Center activation is not needed.

### **LEVEL 2**

A moderate to severe emergency causes damage and/or disruption of services. A full or partial activation of the Emergency Operations Center is required. The College may be the only affected unit.

### **LEVEL 3**

A major disaster where resources in or near the impacted area are overwhelmed and assistance from the city, county, state and/or federal resources is required. The College must be self-sufficient for a period of several hours to several days.

## **1.5 Plan Activation**

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This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems and property
- Provide essential services
- Temporarily assign College staff to perform emergency work
- Activate and staff the Emergency Operations Center

When an emergency situation arises, the Field Incident Commander (which may be the Associate Vice President of Campus Safety, the Director of Campus Safety or the Director of Physical Plant) should activate the Emergency Plan.

## **1.6 Emergency Authority**

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The Associate Vice President of Campus Safety (or designee), Director of Campus Safety (or designee) or Director of Physical Plant (or designee) is recognized as the “Field Incident Commander” upon activation of this Emergency Operations Plan. Command becomes effective upon arrival of the first Director or alternate at the Emergency Operations Center.

This Emergency Operations Plan assumes the Incident Command structure of the National Incident Management System (NIMS) and is organized as such. After activation of this plan and upon arrival at the Emergency Operations Center (Emergency Operations Center), the person designated as Incident Commander will assume the duties of that position as per National Incident Management System (NIMS).

## **1.7 President’s Senior Leadership Team (Executive Policy Group)**

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The President (or designee) serves as the head of the Senior Leadership Team which is activated whenever an emergency dictates that executive policy issues must be addressed. In the absence of the President, the following individuals should be available for the activation of the Senior Leadership Team and are delegated to take appropriate actions:

- Provost and Vice President of Academic Affairs
- Vice President for Marketing and Communications
- Vice President for Development
- Vice President of Finance & Business Affairs
- Vice President of Enrollment
- Vice President of Student Life
- Vice President for Strategic Initiatives
- Director of Athletics

The Chief of Staff or Executive Assistant to the President are primary support of the President’s Senior Leadership Team (Executive Policy Group).

## **1.8 Incident Command Post**

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National standards are defined by the following statement:

The Incident Command Post (ICP), located at or in the immediate vicinity of an incident site, although primarily focused on the tactical on-scene response, can perform an Emergency Operations Center-like function in smaller-scale incidents or during the initial phase of the response to larger, more complex events. Standing Emergency Operations Centers, or those activated to support larger, more complex events, are typically established in a more central or permanently established facility at a higher level of organization within a jurisdiction. Emergency Operations Centers can be organized by major functional discipline (fire, law enforcement, medical services, and so on), by jurisdiction (city, county, region, and

so on), or, more likely, by some combination thereof, (National Fire Protection Association, NFPA 1600).

The Incident Commander will retain control of field emergency operations until relieved by a higher-ranking member of the emergency operations management staff. In case of a widespread emergency, multiple incident commanders may be utilized.

The Incident Commander will immediately appoint available individuals, with appropriate skills, to fill each of the ICS positions on an interim basis. These appointments will remain in effect until the pre-designated persons or their alternates (see Section 2) are located and available for service. The acting representative will then become the assistant to the senior person.

The manner in which College personnel and equipment will be used will be determined by the Operational Plan under the direction of the Incident Commander, the ICS Planning and Operations Chiefs.

All ICS staff shall have the level of training in National Incident Management Systems (NIMS) that is appropriate to their position and responsibilities. Initial training should occur as soon as possible after appointment is made to the ICS position. Follow-up and refresher training is to be at the level and frequency as prescribed by federal and state guidelines.

The Associate Vice President (AVP) for Campus Safety (or designee) or the Director of Campus Safety (or designee) is designated the custodian of Emergency Operations Plan staff training records.

### **1.9 Emergency Operations Center (EOC) during business hours**

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When a disaster, such as the one envisioned by this plan, occurs during office hours the following sequence of events should take place:

#### **A. If Communications ARE Operational:**

- The AVP of Campus Safety (or designee) will activate the Incident Command System for the emergency. They will evaluate the need to establish/stand up an Emergency Operations Center.
- The Incident Commander will direct the Campus Safety Dispatcher to contact additional team members as necessary.

#### **B. If Communications ARE NOT Operational:**

- If safe to do so, designated EOC Staff will immediately travel to the designated Emergency Operations Center in the King Hall (Orgill) or Refectory (Hyde Hall) These rooms are Zoom compatible.

- All available members of the Senior Leadership Team will assemble as soon as possible at the main group meeting site in the Human Resource (Training Room) or Refectory (McWhorter Dining). These rooms are Zoom compatible.
- **Digital** copies of this plan and appendix are on the Emergency Response Team and Senior Leadership Team in **BOX** at <https://rhodes.app.box.com/files>
- If the designated EOC Staff or their alternates do not respond to the Emergency Operations Center in a reasonable amount of time, other available persons may be appointed to serve in their place.

### **1.10 After-Hours Emergencies**

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There is a significant chance that a disaster may occur before or after regular office hours, or on a holiday or weekend when departments and offices are closed. Under these circumstances the structure of this plan remains precisely the same, although its implementation may vary depending upon available resources and labor until the proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest authority who are available at the time. These individuals should seek to follow as nearly as possible the guidelines and checklists in this plan, while simultaneously making an effort to notify superior officials of the situation to obtain advice or verification of their actions. The Emergency Operations Center Staff, members of the Senior Leadership Team and their alternates will be called at home or on their cellular phones, listed in the Appendix of this plan or on the Emergency Response- <https://rhodes.app.box.com/files> team-page, they should report to the established assembly location as soon as possible. If the location of the established assembly area is unknown, representatives should check in at Campus Safety.

### **1.11 Emergency Priorities and Resource List**

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#### **PRIORITY 1:**

**LIFE SAFETY EVACUATION:** Evacuate people from hazardous or high-risk areas to safe zones.

Resources:

1. Administrators, Department Heads, Faculty
2. Campus Safety, Residence Life, Physical Plant

**FIRE SUPPRESSION:** Evaluate fires or fire hazards and use resources to control and evacuate.

Resources:

1. Memphis Fire Department
2. Director of Physical Plant

3. Director of Campus Safety

**SEARCH AND RESCUE:** Appoint search and rescue teams and initiate light and heavy rescue operations.

Resources:

1. Memphis Park Fire Department
2. Physical Plant Management Staff
3. Campus Safety Staff
4. Volunteer Staff

**MEDICAL AID:** Evaluate medical services available and advise rescue forces regarding the location of treatment facilities for injured.

Resources:

1. City of Memphis Fire Department
2. Director of Student Health Services
3. Local medical facilities –Regional One Health Hospital is primary

**HAZARDOUS SUBSTANCE CONTROL:** Survey critical area and secure or clean up as needed (e.g., biological, radiological, and chemical).

Resources:

1. City of Memphis Fire Department hazmat response
2. Director and Staff of Physical Plant

**BUILDINGS:** Evacuate, search, and close damaged buildings.

Resources:

1. Campus Safety
2. Physical Plant Staff
3. Administrators, Department Heads

**COMMUNICATION NETWORK:** Establish a communications network using available staff, and equipment.

Resources:

1. Telecommunications (telephone, email, Blackboard mass texting, EMMA)
2. Radio
3. Outdoor PA/Siren System
4. Messengers (RAs, Volunteer Staff)

**UTILITY SURVEY:** Evaluate utilities. Shutdown or restore as able (gas, electric, steam, water).

Resources:

1. Physical Plant
2. MLGW

### 3. City of Memphis Fire Department

## **PRIORITY 2**

**SUPPLIES AND EQUIPMENT:** Develop system to renew flow of supplies and equipment from outside sources.

Resources:

1. Director of Physical Plant
2. VP of Business & Finance
3. Mailroom (Burrow)
4. Food Services
5. Bookstore (West Campus)

**RECORD SURVEY:** Identify, survey, and secure all College records.

Resources:

1. Human Resources staff (West Campus)
2. Rhodes Express staff (Burrow)
3. Registrar (Burrow)
4. Information Technology (Library)
5. Department heads

**ACADEMIC SURVEY:** Survey academic departments and determine requirements to begin academic operations.

Resources:

1. Provost and Vice President of Academic Affairs, Dean of Faculty, Department Chairs
2. Individual faculty

## **THE PRIORITIZATION PROCESS**

The Emergency Operations Representatives will concentrate efforts on Priority One Objectives until these objectives are substantially met. Priority Two Objectives will be addressed as resources become available.

It is expected that, as operations progress from Priority One through Priority Two, the administrative control of the College will transfer from the Emergency Operations Organization to the Business Continuity Plan and eventually back to the normal structure. The President or designee will determine when to deactivate Emergency Operations.

# Section 2: Emergency Operations Center

## SECTION CONTENTS

2.1	EOC Organization, Position Responsibilities and Functions .....	13
2.2	Management Function.....	13
2.3	Operations Function.....	13
2.4	Planning Function.....	15
2.5	Logistics Function.....	15
2.6	Finance/Administration Function.....	16
2.7	ICS Organization.....	18

## **2.1 EOC Organization, Position Responsibilities and Functions**

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Emergency response management requires the establishment of a strategic organization comprised of the most critical functions of the College. Consistent with emergency management standards of the Incident Command System (ICS), the Rhodes Emergency Operations Plan follows the standard four section chiefs + command staff format. Appendix 5.1 lists the Rhodes primary and alternate assignments to the Section Chief positions.

## **2.2 Management Function**

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### **Role of the Incident Commander (IC)**

With the advice of the Section Chiefs, the IC shall provide overall strategy for responding to an incident. The IC reviews and approves overall priorities and strategies for the emergency response. The IC communicates with the Emergency Senior Leadership Team to coordinate as necessary with the Senior Leadership Team (SLT) on policy-related issues. The IC oversees response and recovery operations. Upon activation of the ICS, the IC develops and leads the response to an emergency until the ICS is deactivated and conditions return to normal. The IC has delegated authority to act in the best interest of the College.

The first responder to the incident becomes the initial IC until relieved by a more qualified staff member. This person has responsibility for establishing initial priorities in the management of the incident and has the authority to make whatever decisions are necessary until the ICS is deactivated, they are relieved, or the incident is terminated.

## **2.3 Operations Function**

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### **Operations Section Chief**

The Operations Section Chief is responsible for managing all tactical operations at an incident. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations. The major responsibilities of the section Operations Section Chief are to:

- Assure safety of the operations
- Manage the operations
- Develop the operations portion of the action plan
- Supervise execution of operations portions of the action plan
- Request additional resources to support the operations
- Approve release of resources from active operational assignments
- Make or approve expedient changes to the action plan
- Maintain close contact with IC, subordinate Operations personnel, and other agencies involved in the incident

Provides overall direction, management and coordination for all operational functions of the ICS. The Chief establishes operational priorities and strategies; he/she is responsible for coordinating a field incident response and the management of operational resources. These resources will be drawn from college departments. During normal operations, staff from these departments are organized under the College administrative departments. However, in an emergency, all College staff are available resources and may be allocated as deemed appropriate by the operations Section Chief to respond to the emergency.

The Functional Areas under the Operations Section Chief include:

- A. Campus Safety: Coordinates field assignments, operations with Memphis Police Department, Fire Department and other agencies. Operations consist of traffic control, access control, and assistance with crime scene preservation. Has primary authority for establishing priority for field response and resource allocation. Responsible for identifying search and rescue and fire suppression needs.
- B. Physical Plant Management: Responsible for managing and coordinating response and exchange of operational information for all buildings, power and water utilities, roadways and grounds. Lead reasonability for operational issues involving emergency inspection, repair and restoration operations for all campus power and water utilities, roadways, and grounds. Is responsible for providing reports from outside utilities and transitioning emergency operations to clean up and repair functions.
- C. Information Technology: Coordinates IT department with Emergency Operations Center positions. Provides status for campus telecommunications and computing services for disaster response. Plans for and establishes alternate and emergency computing support of the Emergency Operations Center and critical campus operations. Maintains, operates and deploys emergency communication tools. Has primary responsibility for maintaining communication pathways.

## **2.4 Planning Function**

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### **Planning Section Chief**

The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, The Planning Section collects situation and resource status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of an action plan, formal briefings, or through map and status board displays. The major responsibilities of the section Planning Section Chief are to:

Student Life: Represent all student life functions during the emergency response and recovery. Provide information to families of students consistent with the Communications Plan and counseling services to students. Responsible for coordinating College operations for all populations who may be stranded on campus. Including, but not limited to food, hygiene and parental contact.

- Collect and manage all incident-relevant operational data
- Supervise preparation of an action plan
- Provide input to the IC and Operations in preparing an action plan
- Incorporate Traffic, Medical, and Communications Plans and other supporting materials into an action plan
- Conduct and facilitate planning meetings: Academics, Athletics and Campus Events
- Reassign personnel within the ICS organization
- Compile and display incident status information
- Establish information requirements and reporting schedules for units (E.g., Resources, Situation Units)
- Determine need for specialized resources
- Establish specialized data collection systems as necessary (e.g., weather)
- Assemble information on alternative strategies
- Provide periodic predictions on incident potential
- Report significant changes in incident status
- Oversee preparation of the Demobilization Plan

## **2.5 Logistics Function**

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### Logistics Section Chief

The Logistics Section Chief provides all incident support needs. The Logistics Section is responsible for providing:

- Transportation
- Supplies
- Housing
- Food services
- Medical services

Major responsibilities of the Logistics Section Chief are to:

- Provide all housing, transportation, supplies, food and medical services for incident personnel, off-campus housing resources as needed
- Manage all incident logistics
- Provide logistical input to the action plan
- Brief Logistics Staff as needed

- Identify anticipated and known incident service and support requirements
- Request additional resources as needed
- Ensure and oversee the development of the Medical Plans as required
- Oversee demobilization of the Logistics Section and associated resources

#### Functional Areas:

- A. Resource Procurement: Sets up all logistics for procurement and delivery of resources, both Rhodes resources and those outside the College. Procures private and vended services. May include contract services, equipment purchase, supplies and support for emergency operations. Responsible for tracking and distributing equipment and supplies requested by the Emergency Operations Center required to support emergency response and recovery activities. Coordinates with Finance in record keeping, planning and budgeting.
- B. Transportation Services, vehicles: Responsible for providing transportation to support emergency operations, including transport of emergency personnel, equipment and supplies, and injured persons. Manage campus vehicle pools and parking operations. Maintains inventory of all available vehicles and support (fuel, supplies, drivers)
- C. Emergency food, water, sanitation: Responsible for obtaining and allocating food and water supplies to support emergency staff needs. Coordinated with Bon Appetit to obtain meals and supplemental food for emergency workers on campus.

## 2.6 Finance/Administration Function

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### Finance/Administration Section Chief

The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated. Major responsibilities of the Finance/Administration Section Chief are to:

- Manage all financial aspects of an incident
- Provide financial and cost analysis information as requested
- Ensure compensation and claims functions are being addressed relative to the incident
- Gather pertinent information from briefings with responsible agencies
- Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs
- Meet with assisting and cooperating agency representatives as needed
- Maintain daily contact with agency(s) headquarters on finance matters
- Ensure that personnel time records are completed accurately and transmitted to home agencies

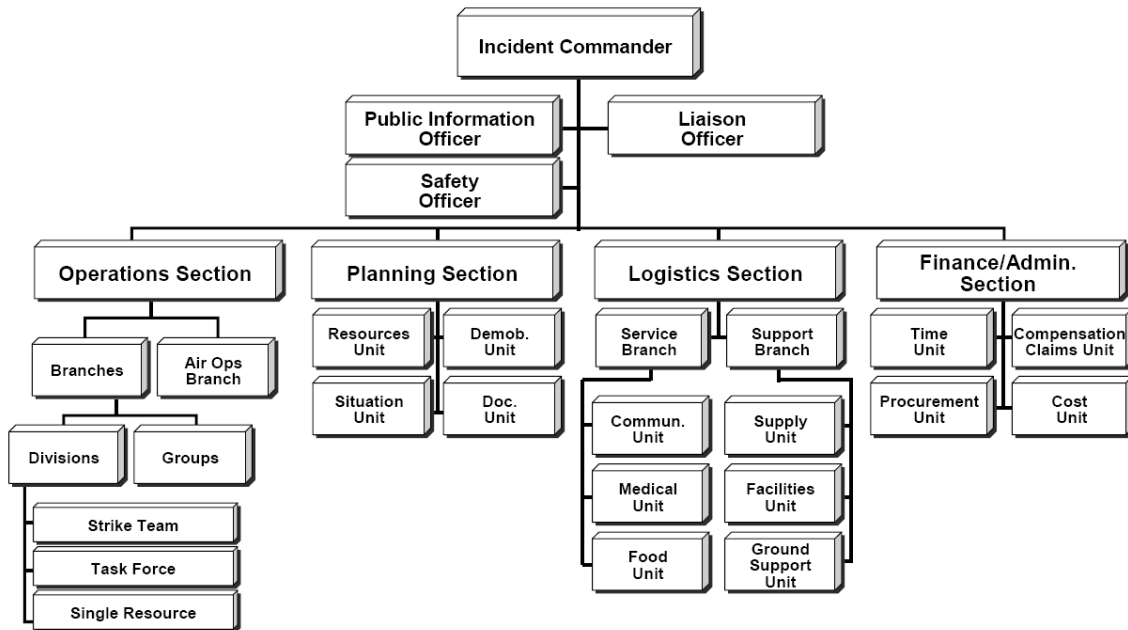
- Ensure that all obligation documents initiated at the incident are properly prepared and completed
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up
- Provide input to the action plan

Functional Areas:

- A. Emergency accounting: Establish an accounting for tracking expenses for procurement of services, contracts and/or mutual aid agreements.
- B. Payroll: Coordinates the payment of Rhodes employees and staff during and after the emergency/disaster and develops alternate payment methods if primary payroll process is disrupted.
- C. Insurance Claims: Assist Emergency Operations Center staff with insurance and liability claims information. As the recovery stage progresses, provide subject matter expertise on both issues.
- D. Legal Counsel: Available for advice and consultation on all legal matters involving the College's emergency response activities. Position may not be physically present, but must be available electronically to Emergency Operations Center and/or Senior Leadership Team.
- E. Recovery Team Lead: Begin to prepare and maintain the FEMA public assistance documentation information package and support disaster assistance application process. Attend FEMA briefing program.
- F. Human Resources: Responsible for managing human resource operations including temporary or emergency hires including coordinating Rhodes staff volunteers.

## 2.7 Basic EOC Organization

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- A. Command Staff: The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander.
- B. Section: The organization level having functional responsibility for primary segments of incident management (Operations, Planning, Logistics, Finance/Administration). The Section level is organizationally between Branch and Incident Commander.
- C. Branch: That organizational level having functional, geographical, or jurisdictional responsibility for major parts of the incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals, by function, or by jurisdictional name.
- D. Division: That organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.
- E. Group: Groups are established to divide the incident into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.
- F. Unit: That organization element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.
- G. Task Force: A group of resources with common communications and a leader that may be pre-established and sent to an incident or formed at an incident.

- H. Strike Team: Specified combinations of the same kind and type of resources, with common communications and a leader.
- I. Single Resource: An individual piece of equipment and its personnel complement, or an established crew or team of individuals with an identified work supervisor that can be used on an incident.

### **2.7.1 Overall Organizational Functions**

ICS was designed by identifying the primary activities or functions necessary to effectively respond to incidents. This organizational structure and function is the standard used by local, state and federal emergency response personnel.

As incidents became more complex, difficult, and expensive, the need for an organizational structure and management became more evident. Thus, in ICS, and especially in larger incidents, the Incident Commander manages the organization and not the incident.

### **2.7.2 Incident Commander**

The Incident Commander is responsible for overall incident management, including:

- Ensuring clear authority and knowledge of agency policy
- Ensuring incident safety
- Establishing an Incident Command Post
- Obtaining a briefing from the prior Incident Commander and/or assessing the situation
- Establishing immediate priorities
- Determining incident objectives and strategies to be followed
- Establishing the level of organization needed, and continuously monitoring the operation and effectiveness of that organization
- Approving and implementing the Incident Action Plan
- Approving requests for additional resources or for the release of resources
- Approving the use of participants, volunteers, and auxiliary personnel
- Authorizing the release of information to the news media

### **2.7.3 Command Staff**

The Command Staff is assigned to carry out staff functions needed to support the Incident Commander. These functions include interagency liaison, incident safety, and public information.

#### **2.7.4 General Staff**

The General Staff represents and is responsible for the functional aspects of the incident command structure. The General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Sections. General guidelines related to General Staff positions include the following:

- Only one person will be designated to lead each General Staff position.
- General Staff positions may be filled by qualified persons from any agency or jurisdiction.
- Members of the General Staff report directly to the Incident Commander. If a General Staff position is not activated, the Incident Commander will have responsibility for that functional activity.
- General Staff members may exchange information with any person within the organization. Direction takes place through the chain of command. This is an important concept in ICS.
- General Staff positions should not be combined. For example, to establish a "Planning and Logistics Section," it is better to initially create the two separate functions, and if necessary for a short time place one person in charge of both. That way, the transfer of responsibility can be made easier.

#### **2.7.5 Agency Representative**

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency. The Agency Representative must be given authority to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer or to the Incident Commander in the absence of a Liaison Officer. Major responsibilities of the Agency Representative are to:

- Ensure all of their agency resources have completed check-in at the incident.
- Obtain briefing from the Liaison Officer or Incident Commander.
- Inform their agency personnel on the incident that the Agency Representative position has been filled.
- Provide input to the planning process on the use of agency resources unless resource technical specialists are assigned from the agency.
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.

### **2.7.6 Technical Specialists**

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. While each incident dictates the need for Technical Specialists, some examples of the more commonly used specialists are:

- Meteorologists
- Environmental Impact Specialist
- Flood Control Specialists
- Water Use Specialists
- Fuels and Flammable Specialists
- Hazardous Substance Specialists
- Fire Behavior Specialists
- Structural Engineers
- Training Specialists

### **2.7.7 Intelligence/Investigations Function**

The collection, analysis, and sharing of incident-related intelligence are important elements of ICS. Typically, operational information and situational intelligence are management functions located in the Planning Section, with a focus on three incident intelligence areas: situation status, resource status, and anticipated incident status or escalation (e.g., weather forecasts, location of supplies, etc.). This information and intelligence is utilized for incident management decision making. In addition, Technical Specialists may be utilized in the Planning Section to provide specific information that may support tactical decisions on an incident.

### **2.7.8 Unified Command**

The Unified Command organization consists of the Incident Commanders from the various jurisdictions or agencies operating together to form a single command structure.

#### **Overview**

Unified Command is an important element in multijurisdictional or multiagency domestic incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

As a team effort, Unified Command overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework. All agencies with jurisdictional authority or functional responsibility for any or all aspects of an

incident participate in the Unified Command structure and contribute to the following process and responsibilities:

- Determining overall incident strategies.
- Selecting objectives.
- Ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives.
- Ensuring the integration of tactical operations.
- Approving, committing, and making optimal use of all assigned resources. The exact composition of the Unified Command structure will depend on the location(s) of the incident (i.e., which geographical administrative jurisdictions are involved) and the type of incident (i.e., which functional agencies of the involved jurisdiction(s) are required). In the case of some multijurisdictional incidents, the designation of a single Incident Commander may be considered to promote greater unity of effort and efficiency.

### **Authority**

Authority and responsibility for an Incident Commander to manage an incident or event comes in the form of a delegation of authority from the agency executive or administrator of the jurisdiction of occurrence or inherent in existing agency policies and procedures. When an incident/event spans multiple jurisdictions, this responsibility belongs to the various jurisdictional and agency executives or administrators who set policy and are accountable to their jurisdictions or agencies. They must appropriately delegate to the Unified Commanders the authority to manage the incident. Given this authority, the Unified Commanders will then collectively develop one comprehensive set of incident objectives, and use them to develop strategies.

### **Advantages of Using Unified Command**

The advantages of using Unified Command include:

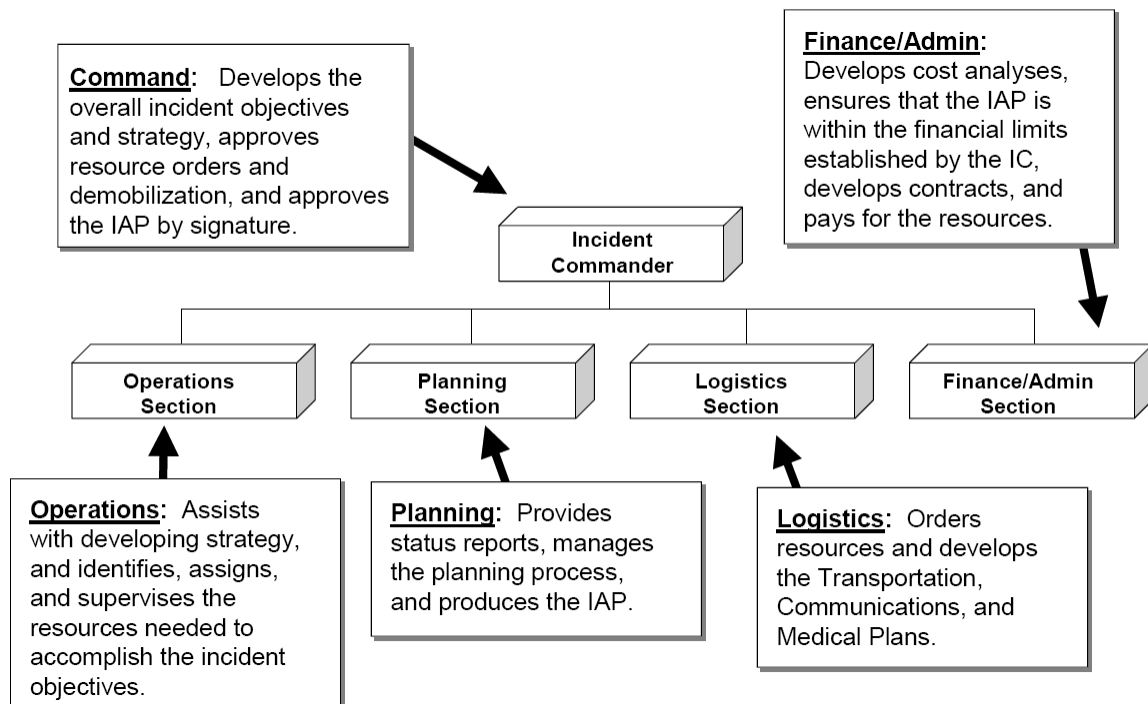
- A single set of objectives is developed for the entire incident
- A collective approach is used to develop strategies to achieve incident objectives
- Information flow and coordination is improved between all jurisdictions and agencies involved in the incident
- All agencies with responsibility for the incident have an understanding of joint priorities and restrictions
- No agency's legal authorities will be compromised or neglected
- The combined efforts of all agencies are optimized as they perform their respective assignments under a single Incident Action Plan

### 2.7.9 Planning Process

The planning process may begin with the scheduling of a planned event, the identification of a credible threat, or the initial response to an actual or impending event. The process continues with the implementation of the formalized steps and staffing required to develop a written Incident Action Plan (IAP).

The primary phases of the planning process are essentially the same for the Incident Commander who develops the initial plan, for the Incident Commander and Operations Section Chief revising the initial plan for extended operations, and for the incident management team developing a formal IAP, each following a similar process. During the initial stages of incident management, planners must develop a simple plan that can be communicated through concise verbal briefings. Frequently, this plan must be developed very quickly and with incomplete situation information. As the incident management effort evolves over time, additional lead time, staff, information systems, and technologies enable more detailed planning and cataloging of events and “lessons learned.” Planning involves:

- Evaluating the situation
- Developing incident objectives
- Selecting a strategy
- Deciding which resources should be used to achieve the objectives in the safest, most efficient and cost-effective manner



### 2.7.10 ICS Forms

The ICS uses a series of standard forms and supporting documents that convey directions for the accomplishment of the objectives and distributing information. Listed below are the standard ICS form titles and descriptions of each form:

<b>Standard Form Title</b>	<b>Description</b>
Incident Action Plan Cover Page ICS 200	Indicates the incident name, plan operational period, date prepared, approvals, and attachments (resources, organization, Communications Plan, Medical Plan, and other appropriate information).
Incident Briefing ICS 201	Provides the Incident Command/Unified Command and General Staffs with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident.
Incident Objectives ICS 202	Describes the basic strategy and objectives for use during each operational period.
Organization Assignment List ICS 203	Provides information on the response organization and personnel staffing.
Field Assignment ICS 204	Used to inform personnel of assignments. After Incident Command/Unified Command approve the objectives, staff members receive the assignment information contained in this form.
Incident Communications Plan ICS 205	Provides, in one location, information on the assignments for all communications equipment for each operational period. The plan is a summary of information. Information from the Incident Communications Plan on frequency assignments can be placed on the appropriate Assignment form (ICS Form 204).
Medical Plan ICS 206	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.
Incident Status Summary ICS 209	Summarizes incident information for staff members and external parties, and provides information to the Public Information Officer for preparation of media releases.
Check-in/Out List ICS 211	Used to check in personnel and equipment arriving at or departing from the incident. Check-in/out consists of reporting specific information that is recorded on the form.
General Message ICS 213	Used by: <ul style="list-style-type: none"><li>• Incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients.</li><li>• EOC and other incident personnel to transmit messages via radio or telephone to the addressee.</li><li>• Incident personnel to send any message or notification that requires hard-copy delivery to other incident personnel.</li></ul>
Unit Log ICS 214	Provides a record of unit activities. Unit Logs can provide a basic reference from which to extract information for inclusion in any after-action report.
Operational Planning Worksheet ICS 215	Documents decisions made concerning resource needs for the next operational period. The Planning Section uses this Worksheet to complete Assignment Lists, and the Logistics Section uses it for ordering resources for the incident. This form may be used as a source document for updating resource information on other ICS forms such as the ICS 209.

Incident Action Plan Safety Analysis ICS 215A	Communicates to the Operations and Planning Section Chiefs safety and health issues identified by the Safety Officer.
Air Operations Summary ICS 220	Provides information on air operations including the number, type, location, and specific assignments of helicopters and fixed-wing aircraft.
General Plan ICS 226	Addresses long-term objectives approved by Incident Command/ Unified Command. These objectives are often expressed as milestones (i.e., timeframes for the completion of all and/or portions of incident response operations). A General Plan should identify the major tasks to be carried out through to the end of emergency response operations, the duration of the tasks, and the major equipment and personnel resources needed to accomplish the tasks within the specified duration.

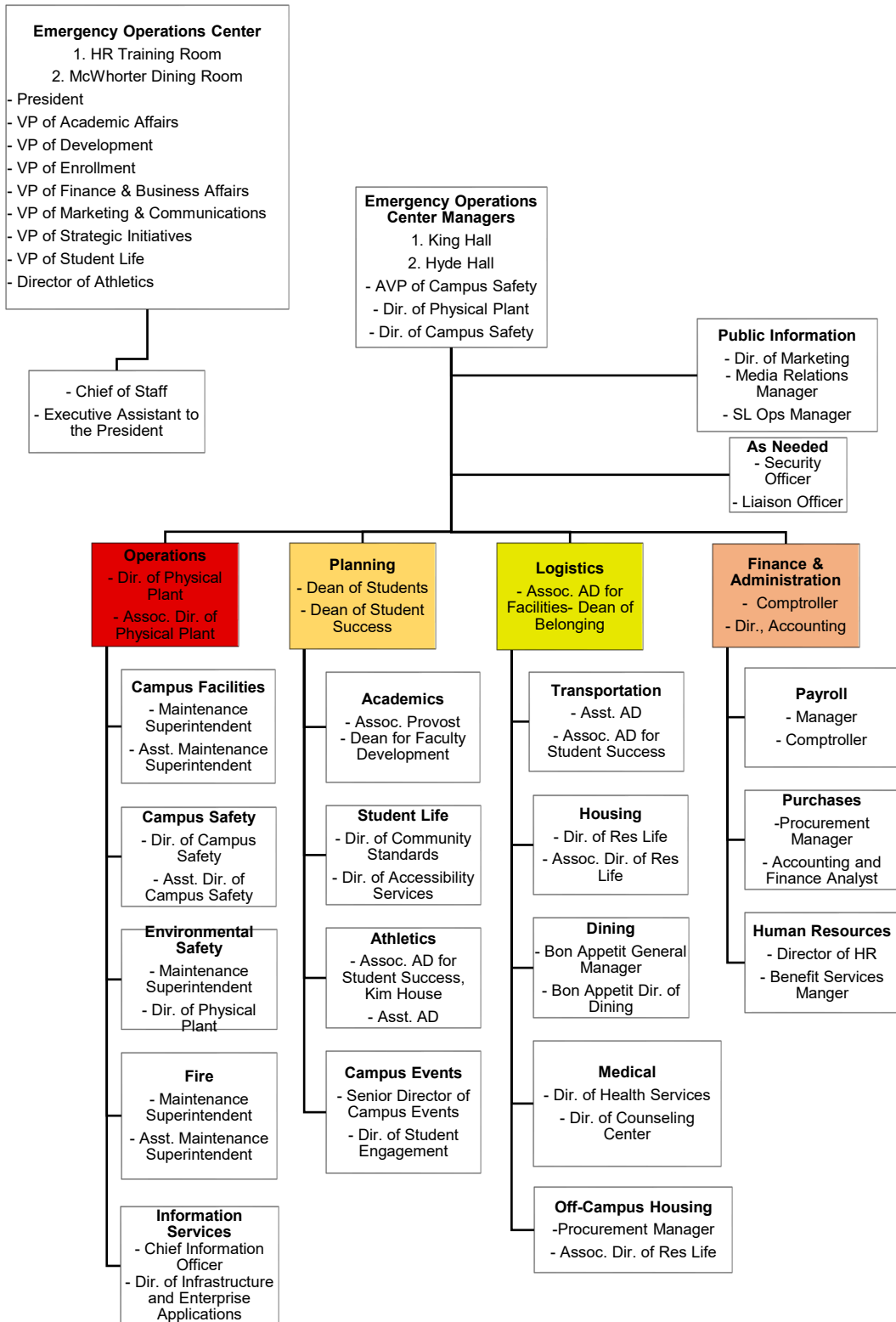
### **2.7.11 Demobilization**

Demobilization planning helps to:

- Eliminate waste in resources
- Eliminate potential fiscal and legal impacts
- Ensure a controlled, safe, efficient, and cost-effective release process

Demobilization policies and procedures depend on size of incident and may involve:

- Fiscal/legal policies and procedures
- Work rules
- Special license requirements
- Other requirements



## Section 3: Emergency Policies and Protocols

This section contains a summary of institutional policies, protocols and procedures as they apply to institutional emergency planning. The policies are audited annually and accompanied by training documentation. These policies have been compared to best practices in the field and professional association standards. They represent an all-hazard, all-institution approach to the management of emergencies. Many of these are written with the “worst-case” in mind. Not every incident requires the full activation of the Emergency Operations Center or the complete response outlines in these policies. The principle is that the incident dictates the appropriate level of response and the Emergency Operations Center may elect to scale the response appropriately.

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### SECTION CONTENTS

3.1	Fire.....	27
3.2	Infectious Disease/Pandemic.....	40
3.3	Hazardous Chemical Spill or Release.....	49
3.4	Critical Utilities Failure.....	51
3.5	Bomb Threat.....	53
3.6	Violent, Criminal, or Disruptive Behavior.....	57
3.7	Tornado.....	61
3.8	Aircraft Accident, Explosion or Similar Incident.....	63
3.9	Shelter in Place.....	64
3.10	Evacuation.....	66
3.11	Psychological Emergencies.....	67
3.12	Death on Campus.....	68
3.13	Suspicious Package.....	68
3.14	Building Collapse.....	71
3.15	Property Crimes on Campus.....	72

### 3.1 Fire Safety Policy

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#### 3.1.1 Policy Statement

Rhodes College is committed to reducing risk to all students, faculty, staff, and visitors. It is the College's intent to protect members of the campus community against avoidable and undue risks of injury or death due to fire. It is the policy of the College to notify all employees and students of the elements of this plan and to expect them to read and understand its contents.

#### 3.1.2 Definitions

a. Fire Safety Policy -

The Fire Safety policy is composed of a Fire Prevention Plan, an Emergency Action Plan, and Residence Hall Fire Safety Policies document.

b. Fire Prevention Plan -

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. It provides employees with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards.

c. Emergency Action Plan -

The Emergency Action Plan addresses emergencies reasonably expected in the workplace.

d. Residence Hall Fire Safety Policies -

The College has established policies and procedures for students /staff residing in residence halls. These policies supplement the Fire Prevention Plan and Emergency Action Plan.

<http://handbook.rhodes.edu/fire-prevention-and-safety>

#### 3.1.3 Responsibilities

- Physical Plant is responsible for installing, testing, servicing, and maintaining fire alarm, evacuation and suppression equipment and associated signage either in-house or through contracted services. Physical Plant is further responsible for housing the above listed documents. Physical Plant is responsible for informing outside contractors (who have been contracted by Physical Plant) of this policy and any hazards they may be exposed to.

- The Office of Residence Life is responsible for enforcing, communicating, and recommending updates for the Residence Hall Fire Safety Policies. Residence Life is further responsible for having personnel present during fire drills occurring in residence halls.
- The Campus Safety Department will alert the Memphis Fire Department and all other necessary personnel in the event a fire or alarm has been reported to them. Campus Safety personnel will respond to all alarms on campus and will, if safe to do so, check the entire building or area to ensure it has been evacuated and to locate the source of the alarm. Campus Safety is further responsible for having personnel present during all fire drills. Campus Safety manages City Fire Inc. who is contracted to conduct monthly checks of fire extinguishers
- All Department Heads, Deans, Directors and Supervisors are responsible for reviewing and enforcing this policy to those they supervise.
- All Employees and Students are responsible for familiarizing themselves with and adhering to the elements of this policy. This includes:
  - **Knowing your nearest exit and emergency exit route**
  - **Knowing where your outside assembly area is located**
  - **Knowing to communicate to Campus Safety or Fire Department personnel if any persons may still be inside.**

**NOTE:** Refer to the Emergency Action Plan for detailed procedures to follow in the event of an actual fire or fire alarm activation.

- The Memphis Fire Department (MFD) responds to all fire, hazardous material and medical emergency incidents/alarms on campus. MFD is the only entity who can give approval to re-set a fire alarm system once the fire department has been dispatched.

#### **3.1.4 Fire Prevention Plan**

- The Fire Prevention Plan addresses the following requirements:
  - A list of all major fire hazards, potential ignition sources, and their control
  - Proper handling and storage procedures for hazardous materials
  - The type of fire protection equipment necessary to control each major hazard
  - Procedures to control accumulations of flammable and combustible waste materials
- The name or job title of employees responsible for maintaining equipment to prevent/control sources of ignition or fires and for the control of fuel source hazards and procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible material

- Major Workplace Fire Hazards, Potential Ignition Sources, and their Control

The following is a list of common fire hazards and prevention strategies:

<b>Fire Hazards/Potential Ignition Sources</b>	<b>Prevention Strategy</b>
Arson	<ul style="list-style-type: none"> <li>• Security fob system for residential buildings</li> <li>• Emergency phones</li> <li>• Reporting suspicious activity</li> </ul>
Cooking	<ul style="list-style-type: none"> <li>• Routine inspection and Maintenance of cooking appliances.</li> <li>• Cooking on balconies—including but not limited to—the use of electric appliances, gas grills and charcoal grills, etc. is prohibited.</li> <li>• Gas grills/tanks are not allowed to be used or stored within 10 feet of an occupied building.</li> </ul>
Smoking Material	<ul style="list-style-type: none"> <li>• All resident halls are no smoking</li> </ul>
Open Flames (candles etc.)	<ul style="list-style-type: none"> <li>• Unless approved. Open flames are prohibited on campus.</li> <li>• Prohibition of open flames as outlined in the Residence life policies</li> </ul>
Electrical (wiring, appliances, and equipment)	<ul style="list-style-type: none"> <li>• Routine inspection and maintenance</li> <li>• Use of UL approved equipment</li> <li>• Prohibition of extension cords other than UL approved surge protecting types in residence halls.</li> </ul>
Accumulation of combustible materials	<ul style="list-style-type: none"> <li>• Routine inspection of campus facilities</li> <li>• Maintain clear egress and clearance to electrical or heat source.</li> </ul>
Improper handling and storage of combustible/flammable liquids	<ul style="list-style-type: none"> <li>• Removal of accumulated hazardous waste</li> <li>• Use of approved flammable liquid storage cabinets</li> <li>• Hazardous waste disposal program (small-quantity generator)</li> <li>• Use of proper bonding and grounding procedures</li> </ul>
Halogen lamps	<ul style="list-style-type: none"> <li>• No halogen lamps permitted on campus</li> </ul>
Space heaters	<ul style="list-style-type: none"> <li>• No space heaters permitted on campus unless authorized by Physical Plant</li> </ul>
Hot work hazards i.e., cutting, welding, etc.	<ul style="list-style-type: none"> <li>• Use of hot work permit</li> </ul>
Residential areas	<ul style="list-style-type: none"> <li>• Safety inspections conducted by Residence life personnel</li> </ul>
Hoverboard/Electric scooters	<ul style="list-style-type: none"> <li>• No hoverboards/electric scooters are permitted in Residential areas</li> </ul>

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- Proper Handling and Storage Procedures for Hazardous Materials

All Flammable Hazardous Materials shall be handled and stored in accordance with college policy – Physical Plant maintains documentation

- Fire Protection Equipment/Systems Necessary to Control Fire Hazards

Major buildings are equipped with automatic fire detection and alarm systems which are constantly monitored. Most of our residential buildings are further protected with fire sprinkler suppression systems. The following are fire detection, notification, and suppression systems found in most of our campus facilities:

- Building fire alarm detection and notification systems
  - Smoke and heat detectors
  - Manually activated pull stations
- Building fire suppression systems
  - Sprinkler systems
    - a. Water (Wet-Pipe Systems)
    - b. Commercial kitchen hood exhaust/suppression systems
- Fire Extinguishers
  - Type ABC—Located throughout campus buildings and areas - Can be used on any fire except burning metal and chlorine fires. Monthly/Annual inspection and repairs of extinguishers campus wide is completed by City Fire Inc.
- Fire rated doors and fire-resistant barriers

- Procedures to Control Accumulations of Flammable and Combustible Waste Materials

The College controls accumulations of flammable and combustible waste materials so that they do not contribute to a fire emergency. The following are housekeeping procedures used to control such accumulations:

- The College provides routine and comprehensive housekeeping services to all campus facilities.
- Representatives from the Office of Residence Life conduct periodic safety inspections of residence hall rooms which include noting any excessive accumulations of combustible material.
- College waste generators follow instructions in the Hazardous Waste Management Program located in the Physical Plant.

- General Housekeeping Requirements

- Keep stairwells, exits, and passageways free of obstructions at all times.
- Keep access to fire protection equipment (pull stations and fire extinguishers) free and clear.
- Store flammable and combustible liquids in approved storage containers and cabinets.
- Keep storage/items 18 inches away from sprinkler heads and 24 inches from the ceiling in buildings not equipped with a sprinkler system.
- Assure fire doors are operating properly, unobstructed, and not propped open.

- Personnel Responsible for Maintenance of Equipment and Systems

The Physical Plant department is responsible for maintenance of equipment and systems installed to mitigate or control ignition sources of fires. Physical Plant's main phone number is (901) 843-3870. After hours or for emergencies, call Campus Security at (901) 843-3880– they can contact Physical Plant employees to respond.

Name	Brian Foshee	Name	Jeff McClain
Title	Director	Title	Superintendent of Maintenance
Dept.	Physical Plant	Dept.	Physical Plant
Phone #	(901) 826-4410	Phone #	(901) 832-3569
E-mail	<a href="mailto:foshee@rhodes.edu">foshee@rhodes.edu</a>	E-mail	<a href="mailto:mcclainj@rhodes.edu">mcclainj@rhodes.edu</a>

- Training

1. All employees will be provided access to this plan and are encouraged to review those portions which pertain to their job assignments.
2. Training may be conducted in a variety of ways such as seminars, workshops, and live exercises. Records are kept of all training activities documenting the type of training, persons trained, and the date of training and are maintained by and kept in Physical Plant.
  - Fire safety training may include:
    - a. Classes of fires
    - b. Potential fire hazards on the job
    - c. Fire prevention procedures
    - d. Building fire protective features
    - e. How to recognize fire exits
    - f. Location and types of fire prevention equipment
    - g. Steps to take in the event of fire or smoke
    - h. How to use fire extinguishers and their limitations

- Maintenance/Inspection of Equipment and Systems

- The College has a system in place to ensure fire protection and suppression equipment is regularly checked through the Physical Plant department. This can include both in-house inspections as well as contracted inspections through service vendors. Records of these inspections are maintained in the Physical Plant department, who has ultimate responsibility for these tasks.
- Regular safety inspections are conducted by Residence Life personnel of all residential facilities and student rooms.

### **3.1.5 Emergency Action Plan**

The Plan addresses the following requirements:

1. Procedures for reporting a fire or other emergency
2. Procedures to follow in case of fire or alarm
  - If you discover a fire
    - Portable fire extinguishers
      - Types of extinguishers on campus
      - Using a portable fire extinguisher
3. Procedures for emergency evacuation
  - General emergency evacuation procedures
  - Assisting individuals with disabilities
    - Responsibilities of supervisors and residence hall staff
    - Responsibilities of individuals with mobility impairment or disabilities
      - Mobility impaired—All
      - Mobility impaired—Wheelchair
      - Mobility impaired—Ambulatory
      - Hearing impaired
      - Visually impaired
      - Speech impaired
      - Developmentally disabled
4. Emergency Evacuation Type and Exit Route Assignments
5. Employees Conducting Critical Functions Before Evacuating
6. Procedures to Account for Persons After Evacuation
  - Employees
  - Students
    - In Classrooms
    - In Residential Facilities
7. Emergency Medical and Rescue Duties
8. Contact information for further Explanation of this Plan

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#### 1. Procedures for Reporting a Fire or Other Emergency

**Call Campus Safety at 901-843-3333** and report the situation from a safe place, and/or call 9-1-1. In case of fire or fire alarm, evacuate the building or area immediately. In case of other emergency, follow the procedures set forth for that emergency.

## 2. Procedures to Follow in case of Fire or Alarm

- **If you discover a fire:**

- a. Evacuate the building or area via the nearest safe exit; activate the building alarm by pulling a “pull-station” located next to the exit and report to the pre-designated Evacuation Assembly Area. (See section 3.1.7)

**NOTE:** If the fire is very small and you know how to use a portable fire extinguisher safely, you may attempt to put out the fire. Always pull the fire alarm first or make sure that the fire department has been called BEFORE you attempt to fight a fire. Do not try to fight a fire unless you feel it can be done safely and there is a clear escape route available to you.

- b. **Call Campus Safety at 901-843-3333** and report the situation from a safe place, and/or call 9-1-1.

- Portable Fire Extinguishers

- **Types of Extinguishers on Campus:**

- a) Type ABC—Located throughout campus buildings and areas--Can be used on any fire except burning metal and chlorine fires.

- **Using a Portable Fire Extinguisher:**

If you know that you have the proper extinguisher and the fire is small enough to extinguish safely, remember the P-A-S-S acronym to use your extinguisher as follows:

- a. **Pull** the safety pin at the top of the extinguisher
- b. **Aim** the nozzle, horn, or hose at the base of the flames
- c. **Squeeze** the handle of the extinguisher
- d. **Sweep** the nozzle from side to side until the fire goes out

## 3. Procedures for Emergency Evacuation

- **General Emergency Evacuation Procedures:**

Be aware of the following procedures if a fire is discovered or when the fire alarm sounds in your building. You should also be familiar with your emergency exit routes and your assembly area (see section 3.1.7).

- Leave the premises immediately.
- If there is smoke or heat, stay low to the floor. Crawl to the nearest exit if need be.
- Always use stairwells to evacuate if possible. Do not use elevators.
- Before opening any door, feel the door near the top. If it is hot, do not open it. Use another exit. If the door is not hot, open it cautiously. Stand behind the door and be prepared to close it quickly if there is excessive smoke or heat.
  - **If you become trapped, do the following:**
    1. Call Campus Safety at 901-843-3880 and or 9-1-1 and tell them your exact location and situation.
    2. Place a blanket or similar article along the bottom of the door to keep smoke out. If possible, wet the material first.
    3. Retreat. Close as many doors between you and the fire as possible.
    4. DO NOT JUMP!
- Activate the nearest fire alarm pull station as you leave the building. From a safe location, call Campus Safety at 901-843-3880 and/or 9-1-1 (no matter how small the fire is.) Tell them where the fire is and give them any other information requested.
- Assemble outside in a pre-designated area (see section 3.1.7). The Memphis Fire department will notify Campus Safety when it is clear to re-enter the building. Once you have assembled, you may be required to remain at the Assembly area until released by MFD or Campus Safety.

- **Assisting Individuals with Disabilities:**

Under the assumption that Campus Safety may be the first responders to any fire incident, they must be made aware on an on-going basis of those persons with significant physical disabilities living in student residence facilities or working in any College facility.

- Responsibilities of Supervisors and Residence Hall Staff
  - a. Must be thoroughly knowledgeable of emergency evacuation procedures and for knowing the primary and alternate routes of exit from their buildings.
  - b. Know the location of offices, labs, and sleeping rooms of staff or resident students who are mobility, visually, or hearing impaired. Each semester, supervisors and/or residence hall staff should notify Campus Safety about these persons and their normal locations.
  - c. Be completely knowledgeable of the College's policy related to emergency evacuation of persons with physical disabilities.
  - d. When evacuating a building, if possible, give persons with physical disabilities assistance.

- e. Upon evacuation of your building, give the first responders immediate information about persons with physical disabilities who are not accounted for.
- Responsibilities of Individuals with Mobility Impairment or Disabilities

- **Mobility Impaired – All**

It is critical to your health and safety that you are knowledgeable of your needs during an emergency evacuation. You should convey these needs to your supervisor or Residence Life staff and Campus Safety at the beginning of your employment or the academic year. In the event of a fire emergency, you may choose one of the following alternatives:

- a. Proceed to an enclosed stairwell that is free of smoke and fire, accompanied by a partner and wait inside the stairwell. Call 9-1-1 or Campus Safety and notify them of your location. Remain in the stairwell until the responding fire department arrives and safely completes the evacuation.
- b. Proceed to an area that is free of smoke and fire. Call 9-1-1 or Campus Safety and notify them of your location.
- c. Shelter in place. Seek refuge in a room or section of a building that, by virtue of its construction associated with the fire incident, will provide a safe area for persons to remain during a fire situation until rescue is made. The door should be kept closed and a wet towel or cloth should be placed at the base of the door. If possible, you should call 9-1-1 or Campus Safety to advise them of your location.
- d. After safely exiting the building, proceed immediately to your designated assembly area (see 3.1.7) and remain there until released.

- **Mobility Impaired – Wheelchair**

Individuals who use a wheelchair may need to be evacuated with the wheelchair. During an emergency evacuation, it is preferable for someone to remain with and assist a non-ambulatory person if they can do so without endangering their own life.

- **Mobility Impaired – Ambulatory**

Mobility Impaired – Ambulatory would include individuals who are able to walk independently, either with or without the use of crutches or a cane, and can negotiate stairs in an emergency situation with minor assistance. If an emergency evacuation is imminent, these individuals should wait until heavy pedestrian traffic has cleared before attempting to use stairways.

- **Hearing Impaired**

Individuals with hearing impairments may need fire alarm horn/strobe lights installed in their assigned rooms or offices. Staff should be aware of these situations and attempt to provide assistance and guidance in the event of an emergency situation.

- **Visually Impaired**

Individuals with a visual impairment should become familiar with their immediate surroundings and most frequently traveled routes. In the event of an emergency evacuation, staff or other students should offer to guide these persons from the building. Special attention should be given to obstacles or route obstructions.

- **Speech Impaired**

Individuals with speech impairment may have difficulty communicating during an emergency evacuation. Ideally, a volunteer capable of communicating with that individual should assist them during the evacuation.

- **Developmentally Disabled**

It is critically important that the designated evacuation route be rehearsed with a developmentally disabled occupant. Ideally, someone capable of communicating effectively with this person should assist them during the evacuation.

#### 4. Emergency Evacuation Type and Exit Route Assignments

**Locate the nearest exit or follow the illuminated “EXIT” signs.** Evacuation plans are building specific. It is important for all employees of the College to be familiar with the evacuation policy for the building that is their primary place of employment as well as other areas that they are required to frequent. Employees are advised to familiarize themselves with the closest route of safe egress.

#### 5. Employees Conducting Critical Functions Before Evacuating

Employees who are required and permitted by the responding fire department to remain in the building to conduct critical operations should perform their duties only if they are not in the smoke/fire area. Employees should never risk injury when performing work-related duties.

#### 6. Procedures to Account for Persons after Evacuation

- **Employees**

Supervisors shall develop a procedure to account for employees after an emergency evacuation has been completed. Supervisors should conduct a “head count” of persons in their Evacuation Assembly Area (see section 3.1.7). Supervisors who have knowledge

of any person(s) still inside the building (or otherwise unaccounted for) must inform emergency responders (e.g. the Memphis Fire Department.)

- **Students**

- **In Classrooms:**

- Instructors shall develop a procedure to account for (to the best of their ability) students under their control after an emergency evacuation has been completed.

- **In Residential Facilities:**

- The Office of Residence Life will develop a plan to ensure that the building has been cleared in the event of a residential facility evacuation.

## 7. Emergency Medical and Rescue Duties

Emergency medical and rescue duties will be provided by the responding fire department and EMS units.

### 3.1.6 Residence Hall Fire Safety Policies

#### **Fire Extinguisher, Fire Alarms and Fire Related Activities**

1. Falsely pulling a fire alarm or discharging a fire extinguisher, possession of fireworks on campus, and burning items (e.g., paper on doors or walls, paper in bathrooms, etc.) is prohibited. Minimally, first-time offenders will be fined \$100.00 and the SRC will take other appropriate action. If the person responsible cannot be identified, the charge may be divided equally among residents of the floor. Clean-up fees may also be charged.
2. Any student who willfully fails to exit the residence hall after the fire alarm sounds will be subject to disciplinary action that may result in removal from the residence hall.
3. Rhodes is required to conduct fire drills each semester to ensure that fire safety systems are in working order.

#### **Fire Prevention and Safety**

The residence halls are private residences owned and maintained by the College. They are subject to the Memphis Fire Code, and are regularly inspected by the Fire Marshall's Office.

1. Students should test their smoke alarm regularly to assure proper operation of the alarm. Service requests for malfunctioning alarms or new batteries should be submitted through the work order request page on the web or through Campus Safety (after hours). Smoke alarms must not be tampered with or covered.
2. No upholstered furniture that has significant cuts or ruptures in the upholstery will be permitted in the residence halls. Students may be asked to remove items on walls that create a fire hazard. No items are to be hung from ceilings, covering lights, or covering smoke detectors.

3. Students may be asked to remove appliances to avoid overloading the circuits and to avoid fire hazards. All electrical appliances should be turned off when not in use.

a. Refrigerators in residence halls must be no larger than 33" high or 19" wide.

b. Any appliance with an open flame or burner, including but not limited to candle warmers, hot plates, electric skillets, toaster ovens, toasters, counter top style grills, sandwich makers and woks are prohibited.

c. Halogen and other exposed bulb lamps (upwards-facing lamps) are not permitted.

d. "UL Approved" power-strips with surge protectors not exceeding 15 amps must be used.

e. "UL Approved" Christmas tree lights designed specifically for indoor use may be used. No other forms of extension cords or multi-outlet extenders can be used.

f. Neon lights, beer signs, fireworks, flammable liquids of any kind, and open flame devices, including but not limited to candles and incense, are not allowed in residence halls.

g. All residence hall spaces are non-smoking.

4. Failure to comply with any of these fire safety requirements will minimally result in a \$50.00 fine for first offense. Subsequent offenses may result in suspension or expulsion from the residence halls.

### **3.1.7 Designated Assembly Areas Following Evacuation**

<b>Non-Residential Buildings</b>	<b>Designated Assembly Area</b>
Buckman Hall	Oak Alley
Burrow Hall	Oak Alley
Southwestern Hall	Oak Alley
Kennedy	Refectory Lawn
Ohlendorf	Refectory Lawn
Frazier Jelke	Barret Lawn
Rhodes Tower	Refectory Lawn
Gooch	Refectory Lawn
Briggs	Library Quad/Barret Lawn
Robertson Hall	Library Quad/Barret Lawn
Clough	Southwestern Quad
Library	Mallory Lot
Hassell	Library Quad/Barret Lawn
Mallory Gym	Mallory Lot
BCLC	BCLC South Lawn
McCoy Theatre	1 <sup>st</sup> Year Lot
West Campus/Classroom/Hall	West Campus Lawn/ball fields
Physical Plant	Baseball Field
King Hall	West Campus Lawn

Human Resources	West Campus Lawn
Fraternity Houses	Mallory Lot
Sorority Houses	McCoy Lawn
Harris Lodge	Fisher Garden
Refectory	Library Quad/Barret Lawn
East Annex	1 <sup>st</sup> Year Lot

<b>Residential Buildings</b>	<b>Designated Assembly Area</b>
Bellingrath Hall	Fisher Gardens
Blount Hall	McCoy Lawn/Fountain
East Village A	McCoy Lawn/Fountain
East Village B	Buckman Parking Lot
East Village C	Buckman Parking Lot
Ellett Hall	Fisher Gardens
Glassell Hall	Library Quad/Barret Lawn
Robb Hall	Southwestern Quad
Robinson Hall	McCoy Lawn/Fountain
Spann Place Townhouse	West Campus Lawn
Stewart Hall	West Campus Lawn
Townsend Hall	Southwestern Quad
Trezevant Hall	EV Quad
Voorhies Hall	Buckman Lawn
White Hall	Southwestern Quad
Williford Hall	Southwestern Quad
West Village	Library Quad/Barret Lawn
Parkway Hall	Front Lawn-South

## 3.2 Infectious Disease/Pandemic or Health Threat

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It should be noted that this plan, while written for a “worst-case” of a pandemic or health threat, may also be applied to other infectious diseases. These diseases, while not pandemic in scope, can be sufficient to activate the Emergency Operations Plan. They have the capacity to disrupt college operations and cause significant loss of resources.

This plan or policy is written with the worst case in mind, but recognizes the appropriate response is incident-specific in the level of response.

### 3.2.1 Procedures

Actions of College personnel will be dictated by the confirmation of the main trigger in pandemic or threat to health —human-to-human transmission. **For the purposes of this document, “human-to-human transmission” means the common, efficient, and sustained transmission from one human to another.**

### 3.2.2 Rhodes College Pandemic Readiness Plan

The college works closely with the CDC and Shelby County Health Department in planning and preparation for wide-spread illness within the community. The College has an existing relationship with the Shelby County Health Dept. to be a closed distribution point for medication. The Memorandum of Understanding (MOU) with SCHD is updated every four years.

### **Closed POD Plan for Rhodes College – In Conjunction with The Shelby County Health Department- Class IS in session.**

*Rhodes College as a **Point of Distribution (POD)** for Centers for Disease Control Medication*

#### **Overview**

In an actual occurrence of a pandemic or health threat, Rhodes College will function as a **Closed POD**, which means that Rhodes will be a *private distribution point* for the dispensing of medication used to counteract/treat the pandemic or health threat. Rhodes will dispense medication solely to students, faculty, staff, the immediate families of faculty and staff, and to the immediate families of local, Memphis-area Rhodes students. What follows is a brief discussion of the specific actions that will be taken when and by whom in order to quickly and smoothly distributes counteracting drugs to a pandemic or health threat within 48 hours of the notice of such an occurrence.

#### **Target Population – Scenario # 1**

In this situation the population size to be treated with the medication is 5,900 people. This number will be used when the College is in Session and all full-time students are in residence. That number breaks down as follows:

2000 Rhodes Students

600 Faculty & Staff

2400 Immediate Family of FACSTAFF

900 Immediate Family members of Local, Memphis-area Rhodes Students

### **Specific Distribution Location Point**

The Multi-Sports Forum (MSF), inside the Bryan Campus Life Center, will be used as the distribution point in both scenarios presented in this plan. The actual layout of the space will be discussed in detail in the *procedures* section of this document.

### **Staffing**

A total of 20 people/workers are needed to properly serve 5,900 people within a four-hour period. In order to work this fast, we must process about 20 individuals per minute. While this may seem like a lot, once forms are completed and a brief education conversation about the medication has been conducted – the rest is picking up the medication and exiting the building. The 20 workers break out into the following categories: five (5) Greeters, five (5) Screeners, two (2) Medical Personnel, and eight (8) Dispensers/Runners. All designated workers will be trained and capable in all service roles except for Medical Personnel.

The **Greeter position** greets clients and directs them to seats and the necessary forms. This person also preliminarily checks the forms and then instructs the clients to proceed to the Screeners. Keeping things moving, and getting the target population to feel comfortable is the primary function of this position. The **Screeners position** does the final check on all forms and directs traffic flow, as to specifically where the clients go next. They determine through very simple questions if the client is healthy or ill. **Medical Personnel** are just that, persons with some sort of formal medical training (i.e., nurse, physician's assistant, EMT, etc.) These individuals will only be involved with clients who are ill at the time of attending the disbursement center or who are taking regular prescription medication that might be contraindicated with the drug being disbursed. **Dispenser/Runners** job is to give the medication to the client after he/she has passed through the entire POD flow process. These workers will also direct clients to exits and *run for/re-stock* medical supplies as they are used.

### **Procedures-Traffic Flow-Equipment**

Clients will enter the front door of Bryan Hall and proceed directly through the south doors of the Multi-Sports Forum (MSF), inside the Bryan Campus Life Center. There they will be met by the greeters and given forms to complete and directed to seating. We will need at least 84 chairs 12 tables set up on the west end of the MSF and we will have to supply clip boards. Next clients will pass to screeners who will be seated at six separate tables and then to medical personnel also at separate tables and finally to one of six tables where the medications will be dispensed. The flow in the MSF will be from south to north with the dispensing taking place at the north end of the Forum. Clients will then be directed out of the west doors of the MSF and back into the hallway of Bryan Hall where signage will direct them out of the building through the same doors that they entered. [A total of 12 eight foot tables will be required.]

All medication will be received and stored securely in the MSF. All traffic on and off campus from entering family members bound for the MSF/Distribution POD will enter/exit via Bailey gate and will be controlled by Campus Safety Officers. Parking will be in the Mallory Gym lot. Signage and a roaming officer on foot will also be required.

Once a pandemic or health threat emergency has been declared, a calling tree will be initiated to recruit persons who have previously volunteered and been trained for the various jobs described above and required for the POD to function properly. Most of those individuals will live in zip codes 38104, 38107, 38108, and 38112 so they can get to campus quickly and with minimum exposure to whatever dangers may exist as a result of the emergency. The calling tree will be initiated by POD/Dispensing Supervisor who will most likely be the Director of Campus Safety.

### **Closed POD Plan for Rhodes College – In Conjunction with The Shelby County Health Department- Class is NOT in session.**

*Rhodes College as a **Point of Distribution (POD)** for Centers for Disease Control Medication*

#### **Overview**

In an actual occurrence of a pandemic or health threat, Rhodes College will function as a **Closed POD**, which means that Rhodes will be a *private distribution point* for the dispensing of medication used to counteract/treat the pandemic or health threat. Rhodes will dispense medication solely to students, faculty, staff, the immediate families of faculty and staff, and to the immediate families of local, Memphis-area Rhodes students. What follows is a brief discussion of the specific actions that will be taken when and by whom in order to quickly and smoothly distributes counteracting drugs to a pandemic or health threat within 48 hours of the notice of such an occurrence.

#### **Target Population – Scenario # 2**

In this situation the population size to be treated with the medication is 1,900 people. This number will be used when the College is in Not in Session and all full-time students are Not in Residence. That number breaks down as follows:

400 Rhodes Students – Summer Residents

470 Faculty & Staff

1000 Immediate Family of FACSTAFF

80 Immediate Family members of Local, Memphis Area Rhodes Students

#### **Specific Distribution Location Point**

The Multi-Sports Forum, inside the Bryan Campus Life Center, will be used as the distribution point in both scenarios presented in this plan. The actual layout of the space will be discussed in detail in the *procedures* section of this document.

#### **Staffing**

A total of 15 people/workers are needed to properly serve 1,900 people within a four (4) hours period. In order to work this fast we must process about 7 persons per minute. While this may

seem like a lot, once forms are completed and a brief education conversation about the medication has been conducted – the rest is picking up the medication and exiting the building. The 15 workers break out into the following categories: four (4) Greeters, four (4) Screeners, one (1) Medical Personnel, and six (6) Dispensers/Runners. All designated workers will be trained and capable in all service roles except for Medical Personnel.

The **Greeter position** greets clients and directs them to seats and the necessary forms. This person also preliminarily checks the forms and then instructs the clients to proceed to the Screeners. Keeping things moving, and getting the target population to feel comfortable is the primary function of this position. The **Screeners position** does the final check on all forms and directs traffic flow, as to specifically where the clients go next. They determine through very simple questions if the client is healthy or ill. **Medical Personnel** are persons with some sort of formal medical training; e.g. nurse, physician's assistant, EMT, etc. These people will only be involved with clients who are ill at the time of attending the disbursement center or who are taking regular prescription medication that might be contraindicated with the drug being disbursed. **Dispenser/Runners** job is to give the medication to the client after he/she has passed through the entire POD flow process. These people will also direct clients to exits and *run for/re-stock* medical supplies as they are used.

### **Procedures-Traffic Flow-Equipment**

Clients will enter the front door of Bryan Hall and proceed directly through the south doors of the Multi-Sports Forum (MSF), inside the Bryan Campus Life Center. There they will be met by the greeters and given forms to complete and directed to seating. We will need at least 84 chairs set up on the south wall of the MSF and these will either need to have a desk-type of arm for writing or we will have to supply clip boards. Next clients will pass to screeners who will be seated at four or five separate tables and then to medical personnel also at separate tables and finally to one of eight tables where the medications will be dispensed. The flow in the MSF will be from south to north with the dispensing taking place at the north end of the Forum. Clients will then be directed out of the west doors of the MSF and back into the hallway of Bryan Hall where signage will direct them out of the building through the same doors that they entered. [A total of 12 eight foot tables will be required.]

All medication will be received and stored securely in the MSF. All traffic on and off campus from entering family members bound for the MSF/Distribution POD will enter/exit via Bailey gate and will be controlled by Campus Safety Officers. Parking will be in the Mallory Gym lot. Signage and a roaming officer on foot will also be required.

Once a Pandemic or health threat emergency has been declared a calling tree will be initiated to recruit persons who have previously volunteered and been trained for the various jobs described above and required for the POD to function properly. Most of those individuals will live in zip codes 38104, 38107, 38108, and 38112 so they can get to campus quickly and with minimum exposure to whatever dangers may exist as a result of the emergency. The calling tree will be initiated by POD/Dispensing Supervisor who will most likely be the Director of Campus Safety.

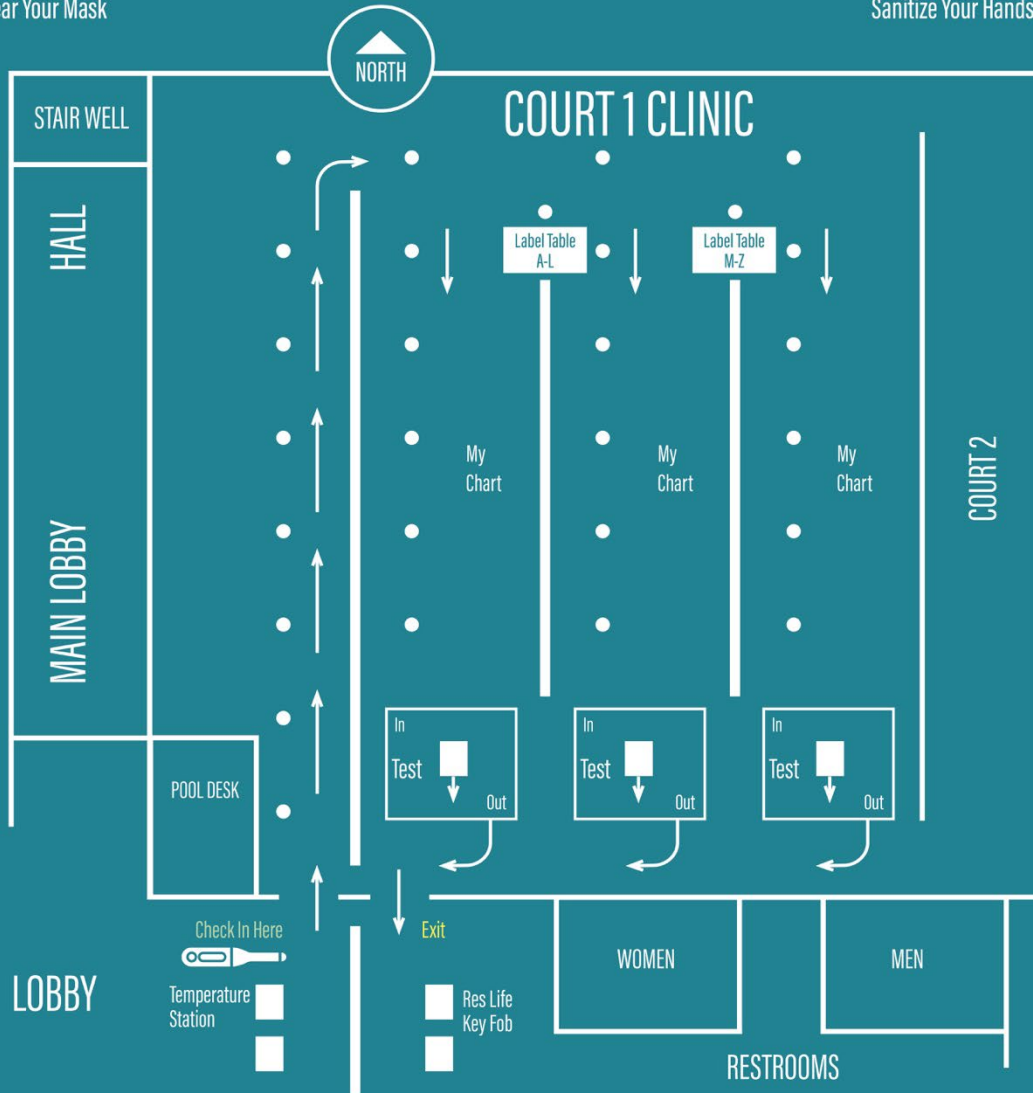


Wear Your Mask

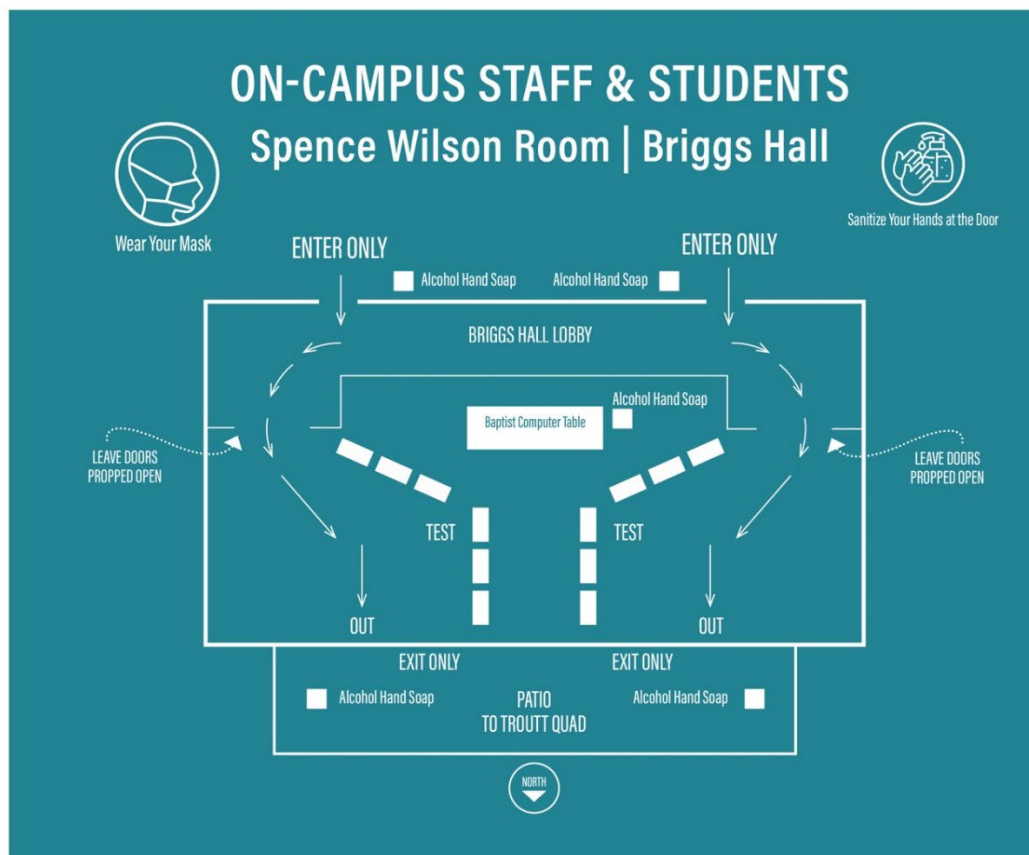
# Bryan Campus Life Center



Sanitize Your Hands at the Door



Alternate site:



## Building and Dorm Delivery Plan for Rhodes College

The map below shows how the 4660 doses of medication can be divided by building and dorm. The medication then can be delivered via Campus Safety or RA staff to each building.



## **CDC Recommendations and guidelines for Colleges and Universities**

The *Pandemic Flu Planning Checklist for Colleges and Universities* describes approaches to school planning for a pandemic and can be found at the following two web site:

- <http://www.flu.gov/planning-preparedness/school/index.html>

Recommendations for implementation of pandemic mitigation strategies are available at [www.pandemicflu.gov](http://www.pandemicflu.gov) and reliable, accurate, and timely information on the status and severity of a pandemic will also be posted on this site. Additional information is available from the Centers for Disease Control and Prevention (CDC) Hotline: 1(800) CDC-INFO/(1 (800) 232-4636).

### **3.3 Hazardous Chemical Spill or Release**

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### **3.3.1 Policy Statement**

Response to a hazardous chemical spill or release varies greatly depending upon your position at the College, level of knowledge of the hazardous chemical, and level of training in cleaning or remediating hazardous chemical spills. Therefore, procedures listed in this policy are categorized depending upon the above criteria of the particular responder.

### **3.3.2 General Procedures**

- Report any spill immediately to the Memphis Fire Department via 9-1-1 and to Campus Safety at 901-843-3880.
- Campus Safety will notify Physical Plant of the spill.
- When reporting the spill, inform the 9-1-1 operator or Campus Safety dispatcher of the location of the release or spill, type of hazard (e.g. flammable, explosive, toxic if known) and the name and quantity of the material released or spilled. Inform them of any known injured, sick, or contaminated persons.
- If a building emergency exists, activate the building fire alarm by pulling a pull station at one of the building exits.
- Use caution in the area. Move away from the spill and help keep others away. Do not walk into or touch any of the spilled substance. Try not to inhale gasses, fumes, vapors or smoke. Evacuate the building if necessary.
- Those who may be contaminated by the spill or release should avoid contact with others, remain in the vicinity, and give their names to Campus Safety or Fire Department/Police personnel. As necessary, first aid and/or clean-up by trained, specialized authorities should begin at once.

### **3.3.3 Procedures for First Responders**

- **Campus Safety Officers**
  - Approach cautiously from upwind. Do not enter a building or area unless you are certain it is safe to do so. Resist the urge to rush in; others cannot be helped until the situation has been fully assessed.
  - Secure the scene. Without entering the immediate hazard area, isolate the area and ensure the safety of people and the environment, keep people away from the scene and outside the safety perimeter.
  - Ensure that Memphis Fire Department has been notified via 9-1-1.
  - Assist the Fire Department as necessary if safe to do so.
  - Do not walk into or touch spilled material. Avoid inhalation of fumes, smoke and vapors—even if no dangerous materials are known to be involved. Do not assume that gasses or vapors are harmless because of lack of a smell—odorless gasses and vapors may be harmful. Avoid handling empty containers because they may still present hazards until they are cleaned and purged of all residues.

- Ensure the Directors of Physical Plant and Campus Safety have been informed of the situation.
- **Directors of Physical Plant and Campus Safety**
  - Generally, in a hazardous chemical spill or release situation that is beyond a simple clean-up by trained campus personnel the Memphis Fire Department is called to the scene by the person reporting the spill. Once on the scene, MFD haz-mat personnel will perform first response duties which may include recognition, notification of individuals or teams with offensive skills and equipment, containment of certain situations, minimizing harm to citizenry by evacuation or protection in place.
- **Lab Managers (Chemistry and Biology Departments)**
  - Unless you are absolutely sure the spill or release involves a type or quantity of a chemical or substance which does not pose an immediate health risk and does not involve chemical contamination to the body, leave the area immediately and follow the guidelines outlined above in the “General Procedures” section of this policy (above.)
  - If you are sure that the spill or release involves a type or quantity of a chemical or substance which does not pose an immediate health risk and does not involve chemical contamination to the body:
    1. Notify others in the lab/area of the accident
    2. Isolate the area, closing doors and evacuating the immediate area if necessary
    3. Remove ignition sources and unplug nearby electrical equipment
    4. Establish exhaust ventilation, if possible, by turning on fume hoods
    5. Locate the spill kit
    6. Choose appropriate personal protective equipment (goggles, face shield, impervious gloves, lab coat, apron, etc.) Confine and contain spill by covering or surrounding with appropriate absorbent material
    7. Call Physical Plant for a pickup of spilled and contained spills

**NOTE: Emergency Showers and eyewash stations are located in a variety of locations. It is the responsibility of instructors and students to know the locations of these stations.**

- Immediately flush with generous amounts of water under an emergency shower
- Flush skin for five (5) minutes
- Get medical attention immediately

EYE CONTACT:

- Immediately flush eyes with water under an eyewash or with bottles of eyewash solution for 15 minutes
- Get medical attention immediately

INHALATION:

- Remove victim to fresh air
- Get medical attention immediately

#### Laboratory Spill Clean-Up Kits

Every laboratory that uses chemicals must have access to a spill control kit. The keys to an effective spill kit are location and content. Spill kits should be strategically located around work areas in fixed locations so they will be easily accessible. Although most spill kit contents are common items that may be found throughout the lab, they must be consolidated into a kit for emergency use.

#### **3.3.4 Hazardous Spill or Release Contact Information** **Spill Prevention, Control and Countermeasure**

Emergency Response:	Memphis Fire Department – Dial 911 Campus Safety (901) 843-3880
SPCC Contacts:	Brian Foshee, Director of Physical Plant 901-843-3870  Dir. Ike Sloas, Director of Campus Safety 901-843-3880
Clean-Up Response:	Brian Foshee, Director of Physical Plant 901-843-3870

### **3.4 Critical Utilities Failure**

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#### **3.4.1 General Information**

Several types of utilities and various factors can come into play when planning for and addressing a major utility failure on campus. The College has plans in place to minimize disruption and business interruption from these types of emergencies.

- The types of utilities this plan covers are:
  - Power Failure/Electrical Outage
  - Gas Leak
  - Water Outage
  - Flooding, Plumbing, or Sewer Failure
  - Communications Failure
    - Telephone/Cell Phone
    - Computer (Internet/Network/E-Mail)

- Elevator Failure

### **3.4.2 Procedures**

#### **a. Power Failure/Electrical Outage**

Power failures or outages periodically impact the College for a variety of reasons. These disruptions can be localized to a building, involve a group of buildings, or be campus-wide in nature. Physical Plant has procedures in place to deal with whatever type of outage is affecting the College.

1. Large-scale electrical outages will require MLGW notification. MLGW is responsible to restore power.
2. Structures equipped with generators will have an automatic response to the outage and will provide emergency power to selected building systems. It should be noted that many systems such as HVAC, elevators, most lighting circuits will not operate. Those systems with battery back-up such as fire panels, electronic entry controls, emergency egress lights and computers will operate only as long as their batteries last.

#### **b. Gas Leak**

1. Contact MLGW for emergency repair.
2. Campus Safety to evacuate building if gas is detected inside structure.
3. Campus Safety to control access to structure to prevent reentry to everyone except repair personnel.
4. If the leak is located outside, Campus Safety should ensure the leak area is evacuated and entry to the leak area controlled.

#### **c. Water Outage**

1. Contact MLGW for repair and status when a disruption is noted
2. Food Services will store or obtain adequate drinking water for the duration of the outage.
3. Portable toilets will be delivered and available when a water outage is anticipated to be of a significant duration.

#### **d. Flooding, Plumbing, or Sewer Failure**

1. Contact MLGW for repair and status of repairs when a campus wide issue is detected
2. Portable toilets will be delivered and available when a water outage is anticipated to be of a significant duration

e. Communications Failure

- Telephone/Cell Phone –
  1. Emergency Situation with phone systems working:
    - a. Setup safe location for students, faculty, staff, and install emergency lines to that area.
  2. In the event the phone system went down:
    - a. Campus Safety is deployed with radios to be given to persons listed in the Appendix of this plan or on the Emergency Response- <https://rhodes.app.box.com/files>
    - b. Campus Safety two mobile numbers
      - i. 901-437-3022
      - ii. 901-437-3032
    - c. Residence Life on-call number 901-487-5226
- Computer (Internet/Network/E-Mail) –
  - See Information Technology Emergency Plan listed in the Appendix of this plan or on the Emergency Response- <https://rhodes.app.box.com/files>

f. Elevator Failure

1. For entrapment situations, Campus Safety and Physical Plant should be notified and dispatched immediately.
2. For entrapments lasting longer than 30 minutes, or upon request, MFD should be notified and requested to respond.

### **3.5 Bomb Threat**

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#### **3.5.1 Policy Statement**

The purpose of the Rhodes College Bomb Threat Procedure is to formalize a plan that provides structure and guidance for the response to a bomb threat situation on, or in the immediate vicinity of campus. Bomb threats are made either to disrupt the normal daily operations or cause extensive damage to the target and therefore demand an immediate, coordinated response.

Regardless of the office or person receiving the bomb threat call, all calls of this nature will be taken seriously, and the College will respond promptly. If the call is received at Campus Safety attempts will be made to record the number of the incoming call for investigation purposes.

#### **3.5.2 Procedures**

### General Information:

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to the MPD by Campus Safety. Most bomb threats are transmitted over the telephone; thus, the following instructions will be provided with that assumption.

### Immediate Action:

Remain calm and immediately refer to the attached bomb threat checklist. If applicable, pay attention to your telephone display and record the information shown in the display caller ID window.

Try not to anger the caller at any time. While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).

- Note any characteristics of the caller's voice (gender, age, education, accent, etc.)
- Attempt to obtain information on the location of a device (building, floor, room, etc.)
- Immediately after the caller has ended the call, notify the Campus Safety Department at (901) 843-3880. If possible, call Campus Safety using a different phone while keeping the caller on the line.
- If the threat was left on your voice mail, do not erase it. Notify the immediate supervisor within your work area.
- If an evacuation occurs all persons outside of the building should keep away from windows and other glass areas.

### Decision

The decision to evacuate a building should be made after a thorough evaluation of the information available, including but not limited to:

- the nature of the threat
- the specificity of location and time of detonation
- the circumstances related to the threat (e.g. political climate, series of events leading to the threat, etc.)
- the discovery of a device or unusual package, luggage, etc.

The Director Campus Safety may make a decision to evacuate a building without consultation if circumstances warrant such an evacuation. Campus Safety will notify the

appropriate Memphis emergency response groups who will organize a search team and direct the search. Persons leaving the building should report to a specified location for further instructions.

### **3.5.3 Subsequent Procedures and Information**

Faculty, staff, and students can be of assistance to Campus Security in several ways. In many cases, faculty and staff members will be more familiar with their work area than the campus safety officers that are responding. As the search is conducted, faculty and staff may be asked to identify boxes or objects in their work area.

If a device, package, bag, etc. is discovered, the Campus Safety Department will notify Memphis emergency services for assistance. The decision to resume normal activities in the building will be made jointly by the Campus Safety Director and/or other appropriate individuals in the College administration after police and fire personnel have deemed the affected area clear. The Campus Safety will work with MPD in the investigation.

### **3.5.4 Telephone Bomb Threat Checklist**

Telephone Number of Caller (check caller-ID) \_\_\_\_\_

KEEP CALM: Do not get excited or excite others.

TIME:            Call received \_\_\_\_\_ am/pm            Terminated \_\_\_\_\_ am/pm

EXACT WORDS OF CALLER:

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DELAY: ASK CALLER TO REPEAT.

Questions you should ask:

A. At what time is the bomb set to explode? \_\_\_\_\_

B. Where is it located?

Building \_\_\_\_\_ Floor \_\_\_\_\_ Room \_\_\_\_\_

C. What kind of bomb?

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D. Description?

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E. Why are you doing this?

\_\_\_\_\_

Voice Description:

\_\_\_\_ Male      \_\_\_\_ Calm      \_\_\_\_ Young      \_\_\_\_ Educated      \_\_\_\_ Accent  
\_\_\_\_ Female      \_\_\_\_ Nervous      \_\_\_\_ Old      \_\_\_\_ Middle Aged

Other Descriptors: \_\_\_\_\_

Unusual phrases or items that were repeated

\_\_\_\_\_

Do you recognize the voice? If so, who do you think it was?

\_\_\_\_\_

Background Noises:

\_\_\_\_ Music      \_\_\_\_ Running Motor (Type) \_\_\_\_\_  
\_\_\_\_ Traffic      \_\_\_\_ Whistles      \_\_\_\_ Bells  
\_\_\_\_ Horns      \_\_\_\_ Aircraft      \_\_\_\_ Tape Recorder  
\_\_\_\_ Machinery  
\_\_\_\_ Other \_\_\_\_\_

Additional Information:

Did caller indicate knowledge of the campus? If so, how and in what way?

\_\_\_\_\_

\_\_\_\_\_

On what line did the call come in?

\_\_\_\_\_

Is number listed? Yes \_\_\_\_ No \_\_\_\_      Private Number? Yes \_\_\_\_ No \_\_\_\_

Whose? \_\_\_\_\_

Name (print) \_\_\_\_\_

☐ Faculty   ☐ Staff   ☐ Student   ☐ Other

Signature \_\_\_\_\_ Date \_\_\_\_\_

### 3.6 Violent, Criminal, or Disruptive Behavior

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Issues of violent and criminal behavior are timely and complex. The dimensions of this policy include policies for active shooters, demonstrations and rallies and weapons on campus.

#### 3.7.1 Active Shooter

- Policy Statement

The purpose of the Rhodes College Active Shooter Policy and Procedure is to formalize a plan that provides structure and guidance for the response to an active shooter situation on, or in the immediate vicinity of campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community.

- Definition of an Active Shooter Situation

An active shooter is an armed person who either immediately intends to, or has used deadly physical force against other people. The active shooter has very little concern for their own safety or threat of capture. In most cases, there is a defined list of intended victims the shooter is looking for. However, other people in the vicinity may become targets of opportunity. Typically, the active shooter will continue to seek out and use deadly force until confronted and stopped by law enforcement, suicide, or other intervention.

- Immediate Emergency Procedures Concerning an Active Shooter Situation

The responses recommended by the Memphis Police Department are avoid, deny, and defend.

**Avoid** starts with your state of mind.

- Pay attention to your surroundings.
- Have an exit plan.
- Move away from the source of the threat as quickly as possible.
- The more distance between you and the threat, the better.

**Deny**, when getting away is difficult or impossible.

- Keep distance between you and the source of the threat.
- Create barriers to prevent or slow down a threat from getting to you.
- Turn the lights off and silence your phone.
- Remain out of sight and quiet by hiding behind large objects.

**Defend**, because you have the right to protect yourself.

- If you cannot avoid or deny, be prepared to defend yourself.

- Be aggressive and committed to your actions.
- Do not fight fairly. Do whatever is necessary for your safety and the safety of others.

\*Campus Safety will:

1. Once informed of the active shooter, immediately notify MPD (9-1-1) and provide as much information as possible.
  2. Activate the Emergency Communications/ Notification System.
  3. Rhodes Campus Safety Radio and fob for MPD unit at each gate.
  4. Set up a perimeter around the area and prevent other potential victims from entering. Close off all entry points to the campus. Except -Law Enforcement and MFD
  5. Attempts to rescue people should only be attempted if it can be accomplished without further endangering persons inside the perimeter of the secured area.
  6. Set up an incident command post outside the perimeter of the event, close enough to be effective, but not so close that it may become involved in the actual incident. This will aid in setting a Joint Incident Command with MPD and MFD
- Support of MPD During the Response

Once law enforcement agencies have arrived on the scene, Campus Safety and Rhodes College will immediately yield all control of the situation.

Once the active shooter has been identified and the threat has been removed, only law enforcement has the ability to un-secure an area inside the established perimeter. During the evacuation process, safety corridors may be established for victims leaving the secured area. It is extremely important to closely follow the instructions of law enforcement officers until released from the secured area.

- Post-incident Procedures

Information will be provided to the Rhodes Community and media as quickly and prudently as possible.

The entire area will be treated as a crime scene and once you have been evacuated, you may not be permitted to re-enter to retrieve items.

In most cases, a holding area will be established for victims to provide medical care, counseling, interviewing, etc.

An extensive investigation will be completed by law enforcement.

### **3.6.2 Demonstrations and Rallies, Expressive Speech**

As a private institution, Rhodes College is a voluntary association of persons invited to membership with the understanding they will respect the policies and principles set forth by the College. Rhodes College is a place that aspires to graduate students with a life-long passion for learning, a compassion for others, and the ability to translate academic study and personal concern into effective leadership and action in their communities and the world. We seek to engage a talented and diverse student body in a challenging, inclusive, and culturally broadening college experience that values and promotes academic freedom. We uphold the values of academic freedom, as stated in the College handbook.

The expressive speech and activities governed by this policy are planned or spontaneous actions by a group or individual which are expressions of opinion, by words or action about particular events, policies, or situations. These actions are co-curricular or extra-curricular events that are not part of normal curricular courses, lectures, and educational activities being taught or hosted by Rhodes faculty and staff members. These co-curricular or extra-curricular activities are a core part of the life of the College. However, when planned and implemented without care, they can impede our values and diminish us individually and as a community.

The following policy has been developed in cooperation with the Rhodes faculty and administration. Questions and concerns about this statement should be directed to the Executive Director of Communications or to the Senior Leadership Team member for your area.

## **Guiding Principles**

While respecting academic freedom and the rights of its members to peaceful and unobstructed expressions of opinion, Rhodes College requires such activities not disrupt the College's operations or endanger the safety of others. Further, Rhodes College reserves the right to establish a reasonable time, place, and manner for all such activities. Expressive activities must not interfere with normal College business. It is a violation of the norms of the College community for anyone to prevent the conduct of College business, including lectures, meetings, events, ceremonies, classroom/educational activities, or other necessary business and community functions.

## **Specific Policy Requirements**

- **Organizer/Liaison:** A current student, staff, or faculty member of the College community and/or recognized student organization must be the designated Organizer/Liaison for each expressive activity. Any off-campus person or entity not affiliated with the College wishing to hold such an activity on campus must be sponsored by a department, program or recognized student organization. Organizers and associated participants speak only for themselves in the public events and actions.

- o The organizer is expected to ensure that the event complies with existing College policies and procedures, applicable state and federal laws, rules, and regulations. Organizers intending to use city sidewalks and streets adjacent to the College should make appropriate arrangement with the city of Memphis.

o For all events on campus, the organizer shall be responsible for the orderly execution of the event, for any possible liability, and is required to coordinate security, cleanup, and parking with administrative staff. Should the organizer wish promotional support from the Office of Communication, such requests must be made in a timely manner (usually, at least 3 weeks in advance of the event). The College may or may not choose to promote an event depending on availability of resources or the nature of the event.

• **Space:** Expressive speech and activities typically occur in (public) spaces normally approved for reservation by individuals, departments, and recognized organizations for their activities. A list of these common available spaces will be provided by the Office of Events Planning to interested parties when requested. Because of the need for normal college activities to be conducted without interruptions, expressive activities are typically not permitted in the following locations: classrooms, offices, library, residence hall rooms, and lecture halls to ensure that normal work, residential experiences, and services of the College can continue. Organizers must ensure that corridors, stairways and doorway entrances remain clear and provide unimpeded passage.

## **Space Reservations**

As with all requests to use College space, in order to further the effectiveness of the event and to avoid any conflicts in scheduling, faculty and staff organizers of expressive activity events that require the use of a College space are expected to reserve the space on the Events Management online portal. Students who are planning an event should consult with the Offices of Student Leadership and Events Planning to make space reservations. Usually, these spaces need to be reserved by students at least 2 weeks in advance. If an event cannot be planned in advance, the Organizer/Liaison must contact the Dean of Equity and Engagement or Associate Provost for Academic Affairs to determine the availability of space, and provide contact information before the event begins. Once an event is scheduled, the Office of Events Planning and/or appropriate administrative office (Dean of Equity and Engagement or Associate Provost for Academic Affairs) will assist with planning the event details as is needed and helpful.

\* **Timing** The length of any given event may vary. However, campus events will occur within a 24-hour period; no overnight or multiple day events are allowed. Events occurring within inside spaces shall comply with building schedules for opening and closing times, as determined during the space reservation process prior to the event. Within the above stated timing parameters, expressive activities will be permitted to continue until and unless the College officials determine that there has been a violation of College policy, interruption of its operations and/or the rights of others have been compromised.

\* **Signage:** Temporary placards, banners, chalking, and signs that are used in an expressive activity must follow the policy outlined in the College Handbook. They should not be dangerous to others or physically impede the participation of others in the life of the College. Should such items not comply with these expectations, the materials will be removed.

## **Violations**

The College has an obligation to develop policies and procedures that safeguard the freedom of expression while maintaining an atmosphere conducive to the overall functioning of the College and the commitment to academic freedom. Each member of the community is expected to be respectful of the corollary right of other community members to perform their duties and participate in the life of the College free from disruption, interference, or harassment. Violations of this policy can result in the immediate cancelation of an event, and/or all relevant disciplinary actions that fall under the appropriate section(s) of the College Handbook. In order to avoid any misunderstanding of what are peaceful, permitted, and safe expressive activities, the following non-exhaustive list of prohibited behaviors and characteristics is provided as examples.

### **Violations of this policy include activities that**

- Violate the Rhodes College Handbook or, as applicable, the Rhodes College Student Handbook, including but not limited to the Rhodes College Title IX Policy, Diversity Policy, Policy on Discrimination and Harassment, Sex/Gender Discrimination and Sexual Misconduct Policy, Administrative Policy, Communications Policy, Information Services Policy, and Safety and Security Policy contained therein.
- Physically or otherwise impede the daily business of the College;
- Employ or threaten to use force or violence against another person or property;
- Place the health or safety of others at risk;
- Create a volume of noise that prevents community members from carrying on normal activities;
- Intimidate others, and/or deny or unreasonably interfere with the rights of others;
- Violate any obligation, policy or requirement of Rhodes College concerning privacy or confidentiality in any manner or form;
- Violate any other federal or state laws or ethical standards.

## **Questions or Appeals**

Any questions or appeals of decisions regarding such events should be directed to the Office of Academic Affairs or Office of Student Life. They will consult with others on campus as needed to finalize a response to the appeal.

It should be noted that when the physical safety of the Rhodes community is threatened, the college reserves the right to cancel an event.

### **3.6.3 Weapons on Campus**

Rhodes College strictly prohibits possession of weapons of any type by students, employees or visitors on all College property, including but not limited to firearms, B-B guns, pellet guns, bows and arrows, hunting knives, explosives or any other object that could be used as a deadly weapon. (Weapons are defined in the Tennessee Code Annotated.)

Violators (including those individuals with valid Tennessee gun carry permits) are subject to suspension, expulsion, termination, or any combination of appropriate sanctions.

The sole exception to this policy is that Rhodes College complies with Tennessee Code Annotated § 39-17-1313. In accordance with the TCA § 39-17-1313, the holder of a valid handgun carry permit recognized in Tennessee may transport and store a firearm or firearm ammunition in the permit holder's motor vehicle if:

1. The permit holder's vehicle is parked and located where it is permitted to be; and
2. The firearm or ammunition being transported or stored in the vehicle:
  - Is kept from ordinary observation if the permit holder is in the vehicle;
  - Is kept from ordinary observation and locked within the trunk, glove box, or interior of the person's motor vehicle or a container securely affixed to the vehicle if the permit holder is not in the vehicle.

Any violation of this policy should be reported immediately to Campus Safety at 843-3880. Prohibition of such weapons extends to the property and/or vehicles controlled by an individual while on College property if that individual is not in compliance with TCA § 39-17-1313. Questions regarding this policy should be directed to the Director of Campus Safety or the Chief Human Resources Officer.

### **3.7 Tornado**

#### **3.7.1 Definitions**

a. Tornado –

A tornado is a violent, rotating storm with winds that can exceed 300 miles per hour. The product of thunderstorms and sometimes hurricanes, they can be highly destructive.

b. Tornado Watch –

A tornado watch may be issued by the National Weather Service when conditions are favorable for the formation of tornadoes. During a tornado watch, you should be alert to changing weather conditions and the possibility of a tornado warning being issued.

c. Tornado Warning Polygon –

A tornado warning may be issued by the National Weather Service when a tornado has been sighted or when radar indicates the formation of a tornado. Individuals should immediately take cover inside a sturdy building on the lowest floor in an interior room or hallway away from windows.

#### **3.7.2 Responsibilities**

- Campus Safety, when time permits, is responsible for notifying the campus community when a potentially dangerous weather situation exists. This will be done by either/or email, text messaging or outdoor siren. (Only when the Rhodes College Campus is in a warned polygon.)
- The Office of Residence Life, whenever possible, is responsible for enforcing, communicating and recommending updates for the Residence Hall Tornado Safety Policies (attached.) Residence Life will alert students in residence halls of the issuance of a tornado warning and assisting them to the safest area of the building as per their internal procedures assuming it is safe to do so.
- All Department Heads, Deans, Directors and Supervisors are responsible for reviewing and enforcing this policy to those they supervise.
- All Employees and Students are responsible for familiarizing themselves with and adhering to the elements of this policy. This includes:
  - Knowing what to do when a tornado watch and warning are issued
  - Watch: Be alert for changing weather conditions and the possibility of tornado formation and the possibility of a tornado warning being issued
  - Warning: Take cover immediately on the lowest floor inside a building in an interior room or hallway and away from windows

### **3.7.3 How will I be Notified of a Tornado Watch or Warning?**

- a. If you are outdoors:
  1. Outdoor Warning Siren
    - The Outdoor warning siren will be activated when the Shelby County Tornado sirens are alerted, warning of a tornado in the county. The county siren is tested on Wednesdays at 3:30 p.m. The siren produces an “air raid” type of wail and will sound continually in the event of an actual tornado warning. The siren is intended ONLY to assist in notifying persons OUTSIDE of campus buildings. You should not rely on the siren to notify you while inside. If you hear this siren any time other than Wednesdays at 3:30 p.m., you should immediately take shelter in a building on the lowest level in an interior hallway away from windows/glass.
- b. If you are indoors:
  1. When possible, Rhodes Campus Safety will send an emergency text alert of the impending weather issue. Updates will be sent whenever possible during and after the storm. If you receive a tornado warning message from Rhodes Alert, you should immediately seek shelter in a building on the lowest level in an interior room or hallway away from windows/glass.

## **3.8 Aircraft Accident, Explosion or Similar Incident**

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This policy covers a wide variety of possible incidents involving aircraft crashes, explosions resulting from any unanticipated incident.

### **3.8.1 Procedures**

In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on or near campus, take the following action:

1. Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify 9-1-1 and Campus Safety. Give your name, location, and the nature of the emergency.
3. If necessary, or when directed to do so, activate the building fire alarm.
4. If the building fire alarm is sounded, or when told to leave by College officials, walk quickly to the nearest marked exit, and ask others to do the same.
5. Assist the disabled persons in exiting the building. Remember elevators are reserved for disabled persons. Do not use elevators in case of fire. Do not panic.
6. Once outside, move to a clear area that is at least 500 feet from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your assembly area.
7. If requested, assist emergency crews as necessary.
8. An Emergency Command Post may be set up near the disaster site. Keep clear of the command post unless you have official business.
9. Do not return to an evacuated building unless told to do so by a College official.

**IMPORTANT:** After any evacuation, report to your designated assembly point. Stay there until an accurate head count is taken. Refer to section 3.1.7 for the location you should respond to.

## **3.9 Shelter-in-Place**

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### **3.9.1 Policy Statement**

The purpose of the Rollins College, Shelter-in-Place Policy and Procedure is to formalize a plan that provides structure and guidance for the response to an emergency situation on, or in the immediate vicinity of campus. Shelter-in-Place situations are meant to provide all members of the campus community an additional level of personal security by minimizing the overall exposure of danger.

### **3.9.2 Definition**

- a. Shelter-in-Place –

A temporary sheltering technique, ranging from 30 minutes up to several hours, utilized to limit exposure to an incident that impacts the safety and security of the college community. When alerted occupants of any building within the subject area (a portion or all of the campus) will lock all doors and windows not allowing entry or exit to anyone until the “all clear” has been given. This procedure converts any building on campus into a large “safe room”.

### **3.9.3 Incident Notification**

All emergencies, security situations, fires, hazardous spills, etc. must be reported to the Rhodes College Campus Safety Department. From College phones, contact the Campus Safety Department at extension 3880 or (901) 843-3880 when calling from a personal phone.

When reporting an emergency, provide the following:

1. Your name
2. Location of the emergency
3. Telephone number and location from which you are calling
4. Type of emergency you are reporting

### **3.9.4 Assessment**

Once the initial call has been received by Campus Safety, they will initiate an investigation to confirm the emergency by:

- Dispatching units to the location
- Notifying MPD and/or Memphis Fire Department
- Notifying the Director of Campus Safety or designee

### **3.9.5 Initiation of the Shelter-in-Place Command**

If the assessment determines the need to secure a building, portion of campus or the entire campus to protect the campus community and to prevent the escalation of the emergency, the Director of Campus Safety or designee will give the “Shelter in Place” command.

### **3.9.6 Shelter-in-Place Procedure**

If preceding the command to Shelter in Place, you believe an emergency situation exists or once the notice to Shelter in Place has been issued, take the following actions:

- Follow instructions
- Remain calm
- Remain indoors
- Proceed to a room or space that can be locked

- Close and lock all doors and windows
- Turn off all lights
- If possible, turn off the Heating/Air Conditioning system
- Remain seated below window level
- Remain silent
- Turn off all radios or other devices that emit sound
- If gunshots are heard, lay on the floor away from windows
- Do not shelter in open areas such as hallways or corridors – go to the nearest place that can be secured
- If outdoors, seek nearby shelter as quickly as possible
- Do not unlock doors or attempt to leave until instructed to do so by Campus Safety or Memphis Police. Additional information/instructions and ultimately, the “all clear” command will be announced using the Rhodes Alert Texting system, e-mail and other means

### **3.9.7 “All Clear” Command**

In consultation with Memphis Police Department and/or Memphis Fire Department, the AVP of Campus Safety (or designee) will issue the “All Clear” command.

- Campus Community
  - Follow instructions
  - Participate in training and be familiar with emergency procedures
  - Remain inside a secure building until given further direction
- Campus Safety
  - Declare the Shelter-in-Place command
  - Communicate and coordinate response to the situation with Memphis Police Department
  - Respond immediately to the scene
  - Communicate and inform necessary college administrators of the situation regarding the Shelter-in-Place command
  - Communicate with authorized operators to activate the Rhodes Alert Emergency texting system
  - Secure the scene
  - Provide an “all clear” in conjunction with Memphis Police Department
  - Relocate members of the campus community as necessary
  - Participation in appropriate training
- College Communications
  - Communicate with the campus community through the use of e-mail, texting, web homepage postings, etc. that a Shelter-in-Place condition exists
  - Provide additional information to the campus community as it becomes available
  - Notify the campus community of the “all clear” message

## **3.10 Evacuation**

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### **3.10.1 Procedures for Whole-Campus Evacuation**

Rhodes College Campus Evacuation Plan Closing for the evacuation of campus. If a situation arises that warrants an evacuation of campus (e.g. hazardous material leak, chemical spill, catastrophic weather, etc.), the President/Senior Leadership team will communicate through Student Life and the Communications Department to initiate the Rhodes College emergency evacuation plan.

The Vice President for Student Life or designee will notify all students, faculty, and staff to vacate the Rhodes College campus.

Instructions for evacuation will be communicated via the Alert System, RhodesAlert: using text messaging, email, and website updates.

Rhodes College Campus Safety will check all campus buildings to ensure that they are secure throughout the evacuation. Critical emergency personnel and the live on campus staff are the only employees allowed to remain on the Rhodes Campus after it is officially closed and evacuated.

These employees are expected to remain on-duty throughout the emergency until dismissed by the Vice President of Finance and Business Affairs. Critical emergency personnel may be relocated off-campus if the situation is warranted.

Faculty/staff who are able to travel home should do so immediately.

Evacuation of on-campus students: Students who are able to travel home should do so immediately. If the students are able to host friends that are unable to make it home, it is highly encouraged. If not evacuating by personal vehicle, students are advised to secure available air, train or bus transportation.

Before students leave campus, all students must fill out an emergency evacuation form: [https://cm.maxient.com/reportingform.php?RhodesCollege&layout\\_id=6](https://cm.maxient.com/reportingform.php?RhodesCollege&layout_id=6)

The form includes the name of the student, the destination where the student will be residing during the evacuation and contact information. Students who are unable to evacuate will be given information about relocating to a temporary emergency shelter at the staging areas. Buses and/or vans will pick up students at a predetermined time to transport students to the emergency shelter (see map on next page). The designated departure time of the buses and/or vans will be strictly enforced. Anyone who fails to report to the loading area will accept responsibility for their personal safety. The critical emergency personnel staff members will take turns staying

with the Rhodes students at the emergency shelter. Students going to the emergency shelter still need to fill out an emergency evacuation form. Students going to the emergency shelter should expect very limited accommodations. This may include sleeping on an open gym floor without cots. As occupants of the emergency shelter, students must abide by the rules of the shelter and college policies are still in effect.

Students will be kept up to date on the status of the college evacuation through the use of the RhodesAlert texting system.

The critical emergency personnel will review the emergency evacuation forms to account for all students. The emergency personnel will make efforts to contact and determine the whereabouts of students who did not fill out an emergency evacuation form (this includes calling home to parents). After this step, the names of students who are still unaccounted for will be shared with local/state/federal agencies to use additional resources to locate the student.

### **Aftermath Plans**

Once the emergency has passed, the President/Senior Leadership will determine when it is safe to return to campus. Post-emergency response teams will inspect all buildings, grounds and utilities for damages.

If the College is deemed safe:

- A. The critical emergency personnel member who is residing with the students in the emergency shelter will announce a departure time and designated loading area to the sheltered students.
- B. All students will receive an emergency text, email and update via website via the RhodesAlert texting system that it is safe to return to campus.
- C. Students will not be allowed to return to campus until their housing assignments are ready for occupancy (in the event that some but not all of the campus facilities are damaged). If the College is deemed unsafe and/or will be closed for a prolonged period:
- D. Sheltered students and emergency personnel will make plans for long-term relocation. Students and emergency staff are expected to make their way to the nearest airport, train station or bus station so they may make appropriate travel plans. All expenses incurred will be the individual's responsibility.
- E. Students, staff, and faculty will be kept informed on the status of the college through the Rhodes College RhodesAlert texts, emails and website updates.

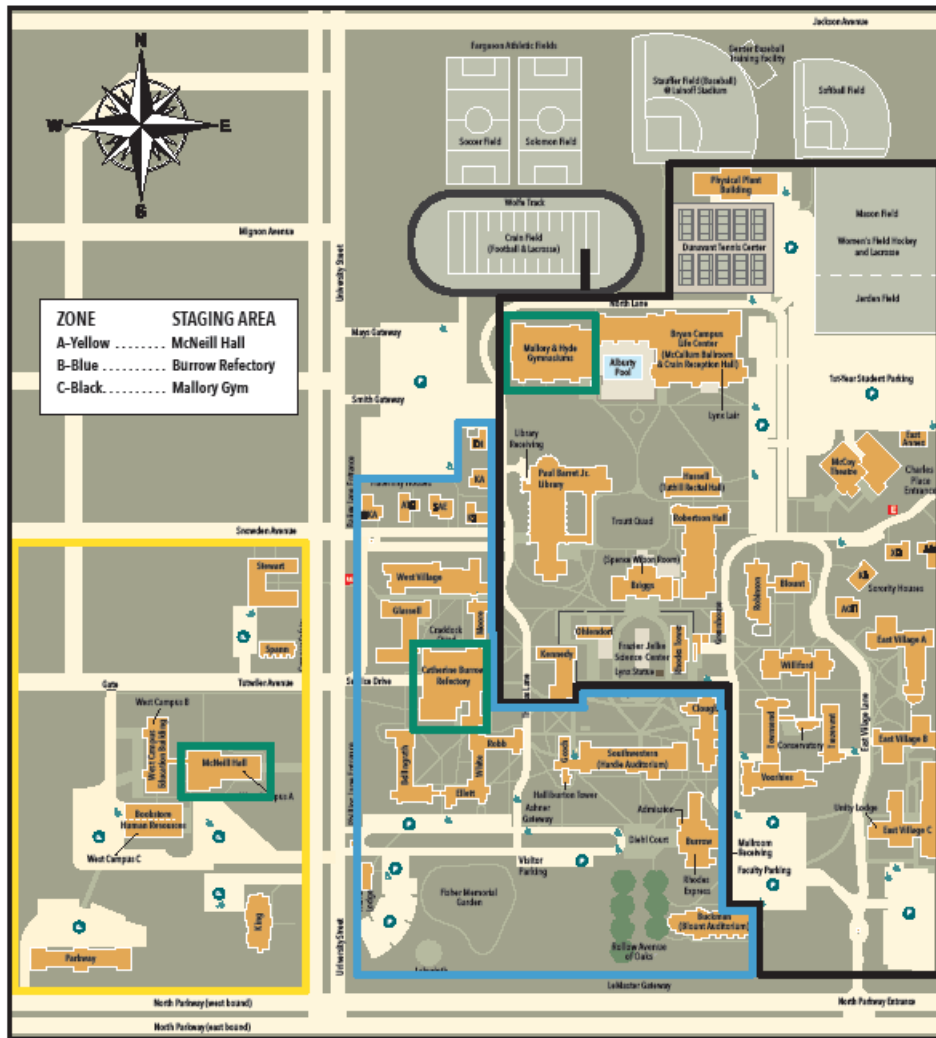


## CAMPUS MAP

Welcome to  
Rhodes College  
2000 North Parkway  
Memphis, TN 38112

**P** Parking  
**A** Accessible  
**E** Emergency Phone

College Information  
901-843-3000  
Campus Safety  
901-843-3880  
Emergency  
901-843-3333



### 3.10.2 Procedures for Single-Building Evacuation

1. The Director of Campus Safety or the Director of Physical Plant may authorize a single-building evacuation if a threat to the occupants exists that warrants such action.
2. If possible, the affected Deans (if any) and appropriate President's Senior Leadership Team should be consulted before an evacuation is authorized. This consultative process should be undertaken only if the resulting delay in evacuation does not jeopardize the safety and well-being of building occupants.

3. Campus Safety and Physical Plant personnel may be deployed to inform the building occupants of the evacuation and to assist in directing occupants out of the building. If a rapid notification is needed, the fire alarms in the building should be manually activated. As soon as possible, a team from the above offices should deploy to the areas of safe refuge (upper floor stairwell landings) within the building to determine if there are any persons in need of assistance.
4. Immediately following #3, the Vice President for Student Life and Communications Department are notified.
5. Following evacuation, the building is secured by Campus Safety or Physical Plant personnel.
6. The building is posted with “No Entry” signs, stating the nature of the emergency and a contact office.
7. Clearing of the building for re-entry is to be authorized by Physical Plant or MFD.
8. Following the clearing order, the Vice President for Student Life and Communications Department is notified by Campus Safety Dispatch.
9. Following the clearing order, outside doors are unlocked, exterior keyless entry doors are “Reset to Schedule” and “No Entry” posters are removed.

### **3.11 Psychological Emergencies**

When a member of the Rhodes College community appears to be under psychological distress that rises to a level where there is concern for the individual’s safety or the safety of others, it will be considered a psychological emergency. The appropriate first step when experiencing a psychological emergency is to immediately notify one of the following staff members. **DO NOT** simply leave a message or email the staff member but please speak directly to one of them.

- Campus Safety 901-843-3880, who will notify the on-duty administrator
- Student Life 901-843-3885, who will find a staff member to address the issue immediately

If you have encountered someone in crisis during normal business hours, it is appropriate to walk a student to the Moore-Moore building to seek psychological service if you feel comfortable in doing so.

If you become aware of someone in crisis after normal business hours, you must contact Campus Safety at 901-843-3880. They will contact the administrator on call which starts the process of obtaining assistance for the student.

The counseling center maintains an on-call process for emergency situations. The name and number of this on-call staff member is available through Campus Safety.

Counseling Center services on campus are available to students only. Employee psychological emergencies and services for are available through the Human Resources Department. Emergencies of a disruptive or dangerous nature should be referred to Campus Safety.

### **3.12 Death on Campus**

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Should the death or serious injury of a College student, faculty, staff or other member of the College community occur, the following guidelines should be followed:

1. Call 9-1-1 immediately if an incident occurs on or near campus, then call Campus Safety at (901) 843-3880. Campus Safety will respond and take control of the situation. MPD will be notified immediately.
2. The room, floor or building where the death occurred should be secured and access limited to only those administrators and staff necessary to attend to the matter at hand.
3. Do not touch or disturb any item(s). Treat the area as a crime scene until MPD arrives.
4. Upon arrival of MPD, staff will assist with any reasonable request of law enforcement.
5. The following College Administrators will be notified of the situation as soon as possible;
  - a. Campus Safety Director
  - b. On-Duty Administrator (if after hours)
  - c. Dean of Students office
6. If the incident results in a work-related death or multiple hospitalizations, the Director of Human resources will determine if notification of OSHA is needed.

### **3.13 Suspicious Packages**

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#### **3.14.1 Definition**

The term “suspicious package” is synonymous with mail/ packages and terrorism. It is either targeted at an individual or an organization with the implied purpose of causing a number of deaths or wide-spread fear.

#### **3.13.2 Specific Responses**

- a. If you see or receive a suspicious package, letter, or note:
  - DO NOT PANIC
  - Do not disturb the package. Call Rhodes College Campus Safety at ext. 3881, be prepared to provide the location of the package, a description, and your location and contact numbers
  - DO NOT open the item

- DO NOT shake or empty the contents of any suspicious envelope or package  
If possible, place in clear plastic zipper storage bag to prevent possible leakage of contents  
Wash your hands with soap and water  
Notify your supervisor  
Follow further instructions given to you by either Campus Safety or MPD
- b. If you receive AND OPEN a package, letter, or note threatening anthrax contamination, or if a suspicious substance is present:
- DO NOT PANIC
  - Call Rhodes College Campus Safety at 901-843-3880 or 9-1-1 – be prepared to provide the location of the package, a description, and your location and contact numbers
  - Set it down gently at the location where you first opened it
  - Do not clean up the area. Keep others from entering the room or area
  - Turn off any fans in the area
  - If in a room, close the window(s) and door(s). Leave the room or area and go to an area that will minimize your contact with others
  - Wash hands with soap and water if possible
  - If material is on clothing, don't brush off vigorously
  - Notify your supervisor, who should instruct people not to enter or exit the area
  - Make a list of all people who had actual contact with the suspicious substance or were in the room or area
  - Follow further instructions given to you by Campus Safety or MPD
- c. In either case, what you should NOT do:
- Do not pass the letter or suspicious package to others to inspect
  - Do not transport contents to a hospital, emergency room, or the clinic
  - Do not disturb any contents in the letter or package. Handling the letter or package can spread the substance and increase the chances of it getting into the air.
  - Do not ignore the threat; it must be treated as real until properly evaluated

## **3.14 Building Collapse**

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### **3.14.1 General Information**

Building collapses can result from an earthquake, sinkhole, structural damage, etc.

### **3.14.2 Procedures and Response**

1. Notify MFD and Police Departments by calling 9-1-1 immediately.
2. Notify the Director of Physical Plant and Safety as soon as possible.

#### IF YOU ARE IN A BUILDING COLLAPSE:

- Get out as quickly and calmly as possible and report to your designated assembly site
- If you can't get out of the building, get under a sturdy table or desk

#### IF YOU ARE TRAPPED BY DEBRIS:

- Cover your nose and mouth with a cloth or clothing
- Move around as little as possible to avoid kicking up dust, which is harmful to inhale
- If possible, use a flashlight so that you can see your surroundings
- Tap on a pipe or wall so rescuers can hear where you are. Shout only as a last resort as shouting can cause you to inhale dangerous amounts of dust.

### 3.15 Property Crimes on Campus

Rhodes College encourages the prompt reporting of any incident that compromises the safety, health, or rights of the campus community. The Campus Safety Department is the primary responder for campus emergencies. Rhodes College and Campus Safety work cooperatively with local law enforcement agencies when criminal activity is perpetrated by students beyond the jurisdiction of the college.

The Director of Campus Safety reviews the crime statistics reports to avoid duplicating statistics and for the proper classification of the offense. Statistics received from the Memphis Police Department are compared to the campus crime log to avoid duplication of reported offenses. The statistics reported herein have been obtained from the following sources:

- Rhodes College Campus Safety Department

Daily Crime Log

<https://rhodes.edu/crime-and-fire-report>

Annual Crime Report

<https://rhodes.edu/student-life/services-and-support/safety-campus/annual-security-fire-safety-report-clery-report>

- Memphis Police Department
- Faculty/Staff of Rhodes College

**Offenses within this report are listed under four location types, which are as follows:**

**On campus:** Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and use by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls and property within the same reasonably contiguous geographic area of

the institution that is owned by the institution but controlled by another person, is used by students and supports institutional purposes.

**On campus** – includes all crimes reported in resident halls.

**Non-campus Building:** Any building or property owned or controlled by a student organization recognized by the institution and any building or property owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** All public property that is within the same reasonably contiguous geographic area of the institution such as a sidewalk, street, thoroughfare or parking area and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution's educational purpose.

**Residence Hall:** All residence halls or other residential facilities for students on campus.

# Section 4: Communications Plan

## Policies & Procedures

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### SECTION CONTENTS

4.1	Guide Definitions.....	75
4.2	Scope.....	75
4.3	Background.....	76
4.4	Available Emergency Notification & Warning Systems.....	76
4.5	Campus Alert Policy .....	78

## 4.1 Guide Definitions

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Emergency communications can be subdivided into four phases:

a. Preparedness and Education -

To inform the campus community about the hazards the college faces and to educate the community on steps that they can take to prepare for those hazards and mitigate against their impacts.

b. Emergency Notification and Warning -

To alert individuals that an emergency condition or an urgent situation exists which threatens their health and safety; and to provide protective action recommendations.

c. Emergency Follow-up -

To provide important follow-up information or instructions regarding an ongoing or recently terminated emergency that does not necessarily require immediate protective actions.

d. Recovery Information -

To offer longer-term messages that are not time-sensitive, but are more informational in nature and not relevant to the immediate health and safety of individuals.

## 4.2 Scope

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This document applies *only* to the second phase of emergency communication: Emergency Notification and Warning.

This *only* applies when there is a hazardous condition that threatens the health and safety of individuals on or near Rhodes College. These situations require timely notification and warning, perhaps with protective action recommendations.

While many of the communications systems identified in this document can be utilized in the subsequent phases of an emergency, urgent situation, or in other less immediate or less threatening conditions, this document primarily concerns itself with Emergency Notification and Warning. The other three phases will be primarily covered through website information and e-mail communications.

## 4.3 Background

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Rhodes College conducted a comprehensive analysis of all possible communication methods at its disposal for the timely dissemination of emergency notification and warning. It identified numerous means by which emergency information can be delivered.

It is important to note that no one system is capable of reaching everyone, everywhere, every time. Each method has its strengths, weaknesses, and limitations. The Rhodes emergency notification and warning system utilizes multiple delivery methods, which ensures a greater coverage of intended recipients, and redundancy in the event of failures, which many communications systems are prone.

#### **4.4 Available Emergency Notification and Warning Systems**

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Rhodes' emergency notification and warning system consists of the following communication methods, each of these systems will be described in detail later in this document.

- Methods of Emergency Notification at Rhodes College:
  - Shelby County Outdoor Sirens
  - Rhodes College website ([www.rhodes.edu](http://www.rhodes.edu))
  - Rhodes College intranet <https://express.rhodes.edu/>
  - Rhodes College email accounts
  - Rhodes College two-way radio system
  - Rhodes Alert - mass text messaging
  - Door-to-door contact
  - Calling trees for faculty & staff
  - Local media outlets (supplied with information from Communications)
  - Digital signage

#### **4.5 Campus Alert Policy**

The Clery Act, enacted by the Congress and signed into law by the President in 1990 as the Crime Awareness and Campus Security Act of 1990, requires all institutions of higher education “to make timely warning reports to the campus community on certain crimes that represent a continuing threat to students and employees and that were reported to officials with significant responsibility for student and campus activities, campus police or local police.” These reports, according to the legislation, will be "disseminated in a manner that will aid in the prevention of similar occurrences."

When a crime occurs that poses a threat to the campus community, a timely warning will be issued. There are two types of threats; those that pose an imminent threat to our college and require immediate action, and those that allow for community members to make informed choices in their day-to-day activities.

##### **Imminent Threats**

1. When the college experiences an immediate threat to life or a significant safety hazard, the Associate Vice President (AVP) of Campus Safety, Director of Campus Safety, Vice President for Student Life, Vice President of Marketing and Communications or their designee will alert

faculty, staff and students immediately, by the most appropriate means possible. This notice will most likely contain a short text (RhodesAlert:) mandate depending upon the situation and information available, and a reason for the mandate. (Example: Tornado warning for Rhodes College, go to the lowest interior area of the building. Avoid windows and doors.) Rhodes College is equipped with several tools to communicate emergency situations. These include, but are not limited to email, RhodesAlert (Mass texting) and an addressable outdoor warning system.

#### TO REPORT AN EMERGENCY CALL CAMPUS SAFETY AT 901-843-3880

2. Rhodes College uses a variety of sources to confirm there is an immediate threat to campus that requires immediate communication with the campus. Information is often processed based on incoming data from reporting parties, witnesses, students, Faculty/Staff, local media, local police and any others useful source. The AVP of Campus Safety, Director of Campus Safety, Vice President for Student Life, Vice President of Marketing and Communications or their designee collect and process this information prior to the notification. Rhodes College can separate emergency notification by students, staff or faculty and parents in the emergency texting and email systems when it is determined that only a certain segments of the campus community requires alerting. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by the situation. If only a segment of the campus population is notified there will be a continuing assessment of the situation and that additional segments of the campus community may be notified if a situation warrants such action. The AVP of Campus Safety, Director of Campus Safety, Vice President for Student Life, Vice President of Marketing and Communications or their designee will determine how much information is appropriate to disseminate at different points in time. Depending on what segments of the Rhodes College community is notified, the content may differ. In the case of a tornado, we may tell residents to take shelter but we may tell commuter students to stay away from the campus. Rhodes College has 24-7 Campus Safety officers who respond to incidents and upon arriving to the scene and investigating can give directions to the Campus Community. As information is received by the AVP of Campus Safety, Director of Campus Safety, Vice President for Student Life, Vice President of Marketing and Communications or their designee will then send the notification to the Campus Community. The AVP of Campus Safety, Director of Campus Safety, Vice President for Student Life, Vice President of Marketing and Communications or their or appropriate designee should continue to communicate updates in this fashion until such time that the imminent threat no longer exists or has been minimized.

3. Rhodes College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

4. The AVP of Campus Safety, Director of Campus Safety, Vice President for Student Life, Vice President of Marketing and Communications or their designee are responsible for section 2 above.

5. Rhodes College has various systems that in place for communicating information quickly to the campus community:

• Rhodes College email system	(Students, Faculty/Staff)
• Rhodes College mass texting system	(Students, Faculty/Staff, Parents, Vendors)
• Outdoor warning system	(Students, Faculty/Staff, Vendors, Guests)
• Rhodes College mass voicemail system	(Students, Faculty/Staff, Parents, Vendors)
• Verbal communication using staff	(Students, Faculty/Staff)
• Calling trees	(Faculty/Staff by department)
• Rhodes College website	(Students, Faculty/Staff, Vendors, Guests. General Public, Media)

The Communications office will post updates during a critical incident on the Rhodes College website at [www.rhodes.edu](http://www.rhodes.edu). Some or all of these methods of communication may be activated in the event of an immediate threat to the Rhodes College community.

6. Rhodes College tests its warning system(s) at least once annually. These are generally announced tests. Scheduled drills such as text alert testing are coordinated efforts that contain action items like active shooter/tornado training. They are sent campus wide and completed by everyone. Analytics about the texting test are reviewed and recorded with each drill along with drill information and opportunities for follow up training. Emergency response and evacuation procedures are provided at least annually campus wide.

### **Timely Warning Policy**

When information becomes available that does not rise to the level of an imminent threat, but it is an on-going crime problem or may pose a threat to Rhodes College or our community, the following steps should be taken; The AVP of Campus Safety, Director of Campus Safety consults with the Vice President for Student Life, Vice President of Marketing and Communications or their designee to determine if a report represents such a threat. If it is determined that an alert should be sent, the AVP of Campus Safety and Director of Campus Safety will draft the message, if needed utilizing the assistance of the Vice President for Marketing and Communications. This information will generally be distributed by email.

The department issues/posts Timely Warning for incidents of:

- Criminal Homicide
- Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case by case basis to determine if the individual is believed to be an on-going threat to the larger Rhodes College community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Crime Alert, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Campus Safety)
- Major incidents of arson
- Other crimes as determined necessary by the Director of Campus Safety (or designee)

A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time (or timeframe) of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips)
- Suspect description(s) when deemed appropriate and if there is sufficient detail
- Campus Safety agency contact information
- Other information as deemed appropriate by the Director of Campus Safety or appropriate designee

Campus Safety does not issue timely warnings for the above listed crimes if:

1. Rhodes College is not required to provide a timely warning for non-Clery Act crimes or for crimes reported to a pastoral or professional counselor.
2. The subject(s) and the threat of danger for members of the Rhodes College community has been mitigated by an arrest.
3. There is a possible risk of compromising law enforcement efforts.

# **CONTAINS NON-PUBLIC INFORMATION**

## **Section 5: College Plan Appendices**

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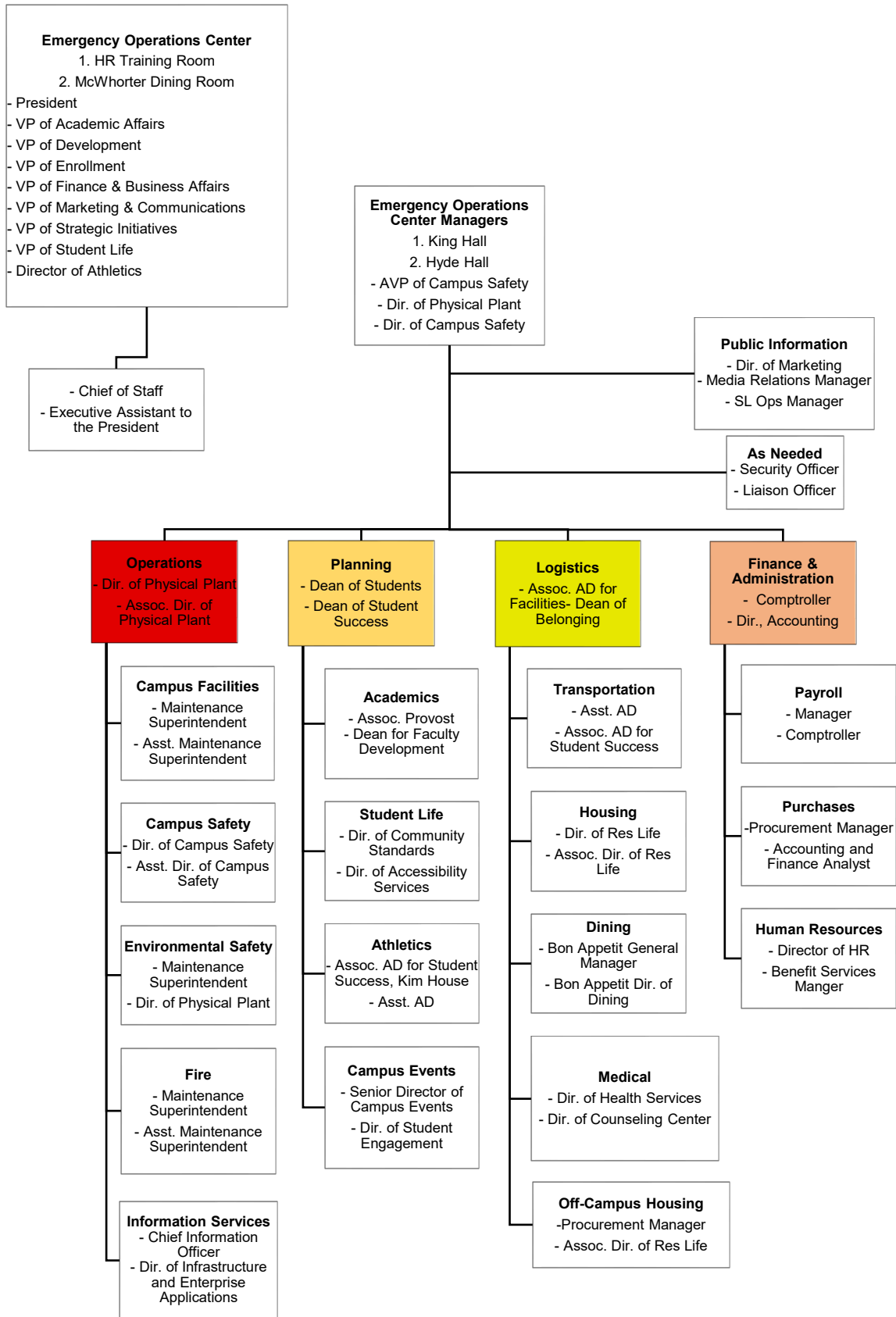
SECTION CONTENTS.....Pg. 81-82

- 5.1 Organization of the ICS Staff
- 5.2 Critical Locations
- 5.3 Plans for Emergency Food and Water
- 5.4 Emergency Contact List

## **5.1 Organization of the ICS Staff**

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Next page.



## 5.2 Emergency Operations Center and Emergency Policy Council Locations

<b>Primary Location</b> <b>Emergency Operations Center</b> King Hall – Orgill Room	<b>Secondary Location</b> <b>Emergency Operations Center</b> Hyde Hall	<b>Off Campus Location</b> CBU-Campus Police & Safety Office in St Joseph Hall and (J10)
<b>Primary Location</b> <b>Executive Policy Group</b> HR Training Room	<b>Secondary Location</b> <b>Executive Policy Group</b> Burrow Refectory – McWhorter Dining Room	<b>Off Campus Location</b> CBU-Campus Police & Safety Office in St Joseph Hall and (J10)

## 5.3 Plans for Emergency Food and Water

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In the event of an emergency where the Emergency Operations Center (EOC) is activated, the campus is closed, and the residents are evacuated the following plan shall be activated for provision of food and water:

- Drinking (can be supplemented by existing stocks of bottled water.)
- A central food supply point is designated. Normally this would be the Refectory or Lynx Lair, but circumstances may dictate that some other point be used.
- Food Services staff, with assistance of Department of Student Life staff and resident volunteers, if necessary, prepare and distribute food and drinks as necessary.
- EOC command staff will insure the availability of food and water for the duration of the emergency.

## 5.4 Emergency Contact List

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The emergency contact list is available through the Campus Safety office.  
Please contact:

Ike Sloas [sloasi@rhodes.edu](mailto:sloasi@rhodes.edu)  
901-843-3215

**END.**