



MOTLOW STATE

EMERGENCY ACTION GUIDE



Do Not Remove Binder From the Room

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Medical Incident Procedures

Whenever there is a medical incident (**Non-emergency or Emergency**) on your respective campus, the following procedures **SHOULD** be followed:

1. The first faculty/staff person on the scene should notify the appropriate EMS authorities immediately by dialing 911 if the event is a life-or-death emergency. **Contact appropriate EMS authorities and have them respond, even if the victim does not want EMS to respond.** If the incident involves someone passing out, seizure, or falling, etc., the local EMS agency **should** be contacted so trained medical personnel can respond and conduct a medical assessment of the victim(s).
2. If the victim has no pulse and/or you believe the victim is possibly having a heart attack, locate the closest AED device and follow the AED instructions when using the AED device on the victim. AED devices are located on each floor of every building on all campuses.
3. Make sure the victim(s) can breathe. Keep the victim(s) calm and as comfortable as possible. Limit the victim's movements as much as possible to help protect the victim and prevent any additional injuries.
4. The appropriate Motlow State Public Safety police officer assigned to the campus where the incident has occurred or is occurring **must** also be notified. If a Motlow State Public Safety police officer is not available, the appropriate local law enforcement agency should be notified. The appropriate Campus Engagement Director or his/her designee should also be notified, and he/she **should** respond to the incident scene.
5. The appropriate Motlow State Public Safety police officer **should** respond to the incident scene with their tactical medical kit, immediately assess the situation, take control of the scene, and advise any non-essential personnel and/or anyone who is not a witness to clear the area immediately.

6. All identified witnesses should be advised to remain near the scene until the responding Motlow State Public Safety police officer has completed his/her investigation and officially released them.
7. The appropriate Motlow State Public Safety police officer **should** remain on the scene if possible and assist the victim(s) until EMS personnel arrive at the scene.
8. As soon as EMS personnel arrive on the scene, the appropriate EMS personnel will render medical assistance as needed to the victim(s).
9. The victim has the right to refuse transport/treatment by EMS staff, but the decision to refuse treatment **MUST** be made by either the victim, the EMS staff, or both. **No Motlow staff should ever make the decision whether or not a person will or will not be transported or treated by EMS personnel.**
10. After EMS personnel have arrived, and while they are conducting their assessment/treatment of the victim, the on-duty Motlow State Public Safety police officer should identify any witnesses and take the appropriate steps to initiate a “**Non-Criminal Incident Report**” and gather all necessary information.
11. The responding Motlow State Public Safety police officer will be responsible for gathering all necessary identifying information with regard to the victim(s), and all witnesses. Witness statements and any other relevant information must be attached to the officer’s report. All written witness statements must be retained by the Motlow State Public Safety police officer, copied, and attached as supporting documents to the “**Non-Criminal Incident Report**.” All information gathered by the Motlow State Public Safety police officer should be included in the “**Non-Criminal Incident Report**.”
 - a. The “**Non-Criminal Incident Report**” completed by the responding Motlow State Public Safety police officer will be retained by the Motlow State Public Safety Department.

- b. All part-time Motlow State Public Safety police officers should immediately notify the Chief of Police, or the Assistant Chief of Police, and brief them of any incident requiring EMS response.
- c. The Chief of Police, or his/her designee may provide additional instructions as necessary.
- d. The Chief of Police, or his/her designee will notify the President and the Vice President for Finance and Administration as soon as possible.
- e. The Chief of Police or his/her designee will check the appropriate campus video surveillance cameras to determine whether or not the incident was captured on video. If the incident was captured on video, the Chief of Police, or the Assistant Chief of Police will download the video, and the video file will be saved and retained by the Motlow State Public Safety Department.

Violent Intruder/Active Shooter

- Remember your three (3) basic options:

Run, Hide, and/or Fight

- If you choose to “**Run**,” you must run far enough away that you are safe from the threat.
- DO NOT ENTER ANY BUILDING IF YOU ARE OUTSIDE. “**Run**”.
- If you choose to “**Hide**,” lock yourself into a secure location and await further instructions and/or contact from law enforcement officials and/or official notification of an "All Clear" situation via the Motlow emergency alert text message, e-mail, or the Motlow intercom speaker system.
- Instructors shall immediately utilize the blinds mounted on the inside of classroom doors to cover door observation panels. **Observation panels will remain covered until an official “All Clear” notification has been given.**
- Remain calm and be quiet.
- **Mute all cell phones and keep all conversations to a minimum.**
- Barricade the door(s) with whatever is available to help prevent unwanted entry. Use chairs, desks, or any other available items to barricade the door(s).
- Turn out the lights, if possible, and proceed to a corner of your classroom/office, away from the doorway.
- **Be prepared to “Fight” if an unwanted intruder enters the room.** If the intruder manages to get the door open and attempts to enter the room, immediately engage the intruder and fight.
- All personnel deciding to “**Hide**” will remain in lockdown until removed by law enforcement officials and/or an "All Clear" message is sounded utilizing

the Motlow intercom speaker system. Follow all instructions given by law enforcement authorities.

Severe Weather/Tornado

- All personnel should move quickly to their severe weather shelter and go all the way into their designated severe weather shelter. (*See appropriate signs located at rooms and hallways*)



Identifies a room designated as a shelter area



Identifies a hallway designated as a shelter area

- Instructors must ensure all students take appropriate actions to ensure safety and accountability.
- Instructors must take a quick headcount of their students.
- Make sure all outside-facing doors are closed and all windows are closed.
- **DO NOT LOCK THE ENTRANCE DOOR IN A ROOM THAT IS A DESIGNATED SHELTER AREA.**
- Turn out the lights in the room and move away from any windows.
- Crouch down facing toward an interior wall, as close to the wall as possible. Your knees should be up. Place your head between your knees and protect your head with your hands. Cover your head to protect yourself from flying debris.



- The "All Clear" message will be given by law enforcement or EMS personnel utilizing the Motlow emergency alert speaker system.
- In the event of a power outage, the "All Clear" message will be sent in person.
- **No one should leave any building until it is safe to do so unless the structure of the building is compromised and there is a belief the building may collapse.**

NOTE: If the building you are in receives any damage or there is personal injury, pull the fire alarm, and if it is safe to do so, all personnel will evacuate the building through the nearest safe route and assemble quickly in the designated assembly area.

NOTE: All faculty/staff will contact their appropriate Dean/supervisor as soon as possible, provide a headcount of all personnel, and await further instructions.

Bomb Threat

- The Motlow faculty/staff member receiving the “Bomb Threat” call must immediately call 911. The local consolidated 911 communications center will immediately notify the appropriate campus Motlow State Public Safety office.
- The appropriate campus Motlow State Public Safety officer(s) will activate the “Bomb Threat” emergency alert message and pull the building fire alarms.
- When the building fire alarm is activated and/or the emergency alert message is broadcast, all faculty, staff, and students must immediately secure any personal belongings they have, and evacuate the building as quickly and safely as possible. **No one will be allowed back into the building until the building is completely cleared by law enforcement authorities.**
- Proceed immediately to the appropriate campus “***Designated Assembly***” area and remain there until further instructions are provided by law enforcement authorities.
- Once in the “***Designated Assembly***” area, instructors and staff will verify all students and staff are safe and accounted for.
- Remain in the “***Designated Assembly***” area until an “All Clear” message is given by law enforcement authorities and/or the Motlow State Public Safety Department. **Follow all instructions given by law enforcement authorities.**
- The appropriate Motlow State Public Safety officer will initiate and complete a Bomb Threat Report.
- A designee of the Emergency Management Team is responsible for tracking that all personnel in the affected building(s) are accounted for through reports from the faculty and documenting any suspicious items identified upon building evacuation.

Fire

- Upon identifying a Fire Emergency, the Motlow faculty, staff, and students identifying the fire emergency will immediately locate and pull the nearest fire alarm.
- Upon hearing the activated Emergency Fire Alarm, all Motlow faculty, staff, and students will immediately gather any personal belongings and evacuate the building.
- **DO NOT USE ANY ELEVATORS!**
- **EVAC+CHAIRS are located in stairwells of multi-level buildings and may be used to assist with the evacuation of persons as needed.**
- When you have evacuated, and you are safely out of the building, immediately go to the appropriate ***“Designated Assembly”*** area.
- After evacuating to the appropriate ***“Designated Assembly”*** area, instructors and supervisors must conduct a headcount to verify all personnel are accounted for. If someone is unaccounted for, immediately contact the appropriate Motlow State Public Safety campus office and provide information about the person(s) that are unaccounted for.
- Everyone **must** remain in their ***“Designated Assembly”*** area until an official “All Clear” message is announced.

Hazardous Materials Spill

- Immediately call 911 and notify 911 personnel of the Hazardous Material Spill, providing the location of the spill and, if possible, the name of the chemical agent(s) spilled.
- Maintain campus operations and secure affected areas until a determination is made regarding building evacuation.
- If building evacuation is required, immediately move to the appropriate ***“Designated Assembly”*** area.
- After evacuating to the appropriate ***“Designated Assembly”*** area, instructors and supervisors must conduct a headcount to verify all personnel are accounted for. If someone is unaccounted for, immediately contact the appropriate Motlow State Public Safety campus police office and provide information about the person(s) that are unaccounted for.
- Everyone **must** remain in their ***“Designated Assembly”*** area until an official “All Clear” message is announced.
- Facility Services Personnel will shut down HVAC equipment for targeted areas as determined by Emergency Response Personnel.
- Facility Services personnel will shut off Gas services for targeted areas as determined by Emergency Response Personnel.
- Facility Services personnel and local law enforcement authorities will secure traffic cones, barricades, etc., necessary to block off exits/roadways, which may pose a risk to Motlow personnel as determined by emergency response personnel.
- The Campus Engagement Director is responsible for ensuring there is a backup for emergency shut-offs in case of unavailability of Facility Services personnel.
- **All hazardous material spills must be reported to the Director of Facilities Services as soon as possible at (931) 393-1576.** The Director of Facilities Services, the Chief of Police, and the Campus Engagement Director will coordinate with local emergency response personnel to ensure appropriate response measures are implemented as soon as possible.

Motlow State Police Contact Numbers

DIAL 911 FOR EMERGENCIES

Moore Co. Campus:

Daytime

(931) 393-1632 or (931) 393-1737

Evenings

(931) 393-1668 or (931) 581-6867

Moore Co. Sheriff's Dept.:

(931) 759-7323 (*non-emergency*)

Smyrna Campus:

Daytime

(615) 220-7962 or (615) 220-7968 or

(615) 220-7937

Evenings

(615) 220-7831 or (931) 581-6949

Smyrna Police Dept.:

(615) 459-6644 (*non-emergency*)

McMinnville Campus:

Daytime

(931) 393-1586

Evenings

(931) 581-6859

McMinnville Police Dept.:

(931) 473-3808 (*non-emergency*)

Fayetteville Campus:

Daytime

(931) 433-9364

Evenings

(931) 581-9312

Fayetteville Police Dept.:

(931) 438-7771 (*non-emergency*)