

## Campus Safety

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The Art Institute of Tennessee-Nashville  
Jeanne Clery Disclosure of Campus Security Policy  
And Campus Crime Statistics Report  
October 1, 2011

The Art Institute of Tennessee – Nashville (AiTN) is providing the following information to all of its employees and students as part of The Art Institute’s commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have any questions about any of the information provided in this material, please contact the Dean of Student Affairs at 615-514-3884.

### **CAMPUS SECURITY AND CRIME PREVENTION POLICY**

The Art Institute of Tennessee - Nashville Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy distributed via email and in new-hire orientation. The report is distributed to all students through the student handbook.

### **REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES**

A safe environment is everyone’s responsibility. Students, faculty members, and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs. Reports are kept in a secure location in the office of the Dean of Student Affairs. Names of victims or witnesses are not disclosed in the crime report. It is the policy of AiTN that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around AiTN facilities to the Dean of Student Affairs either in person or by calling 615-514-3884. If the Dean of Student Affairs is not available, you may contact a member of the AiTN Executive Committee, and the Metropolitan Nashville Police Department Police Department by dialing 911.

In the event of fire or medical emergencies, staff and employees should contact the Metropolitan Nashville Police Department emergency services by dialing 911 and then notify the Dean of Student Affairs and Building Security.

### **EVACUATION AND EMERGENCY NOTIFICATION**

- If an occurrence requires emergency response and evacuation procedures, all campus personnel and students will be notified electronic and cellular communication (if appropriate) as follows:
- a. Immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency;
  - b. Publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff; and
  - c. Test emergency response and evacuation procedures on an annual basis.

The AiTN Crisis Management Plan is available to anyone in either an electronic or printed format.

## **FIRE EVACUATION POLICY**

### **COLLEGE POLICY ON REPORTING OF FIRES**

Any member of the community who becomes aware of any active or past fire in College Sponsored Housing must notify Student Affairs Office immediately.

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely.

All occupants will assemble at a safe distance from the building and await further instructions from the Nashville Fire Department and/or any member of the AiTN Executive Committee. No occupant will re-enter a building until clearance is given by the Nashville Fire Department and/or a member of the AiTN Executive Committee.

### **PROHIBITED ITEMS IN SCHOOL SPONSORED HOUSING:**

Items prohibited in the campus houses include, but are not limited to:

- Candles, incense, open flames
- Open heating coils
- Hookahs
- Grills
- Smoking is prohibited in all school sponsored housing and all academic and administrative buildings.

### **COMMUNITY RESPONSIBILITIES**

Additionally, all members of the school sponsored housing community are required to:

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Department of Student Affairs or fire officials during a drill or an actual alarm. In 2010, there were two (2) fire drills performed – one at Avalon Apartments and one at Creekstone Apartments.
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Department of Student Affairs.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Facilities Management Department.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

### **WHAT SHOULD I DO IF I DISCOVER A FIRE?**

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

1. Pull the nearest fire alarm. If there is no nearby fire pull station, call 911.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Never use the elevator; use the stairways.
4. Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
5. Assemble outside your building at the predetermined location.
6. Follow the instructions given by the Student Affairs Officials and the Nashville Fire Department personnel.

## SCHOOL SPONSORED HOUSING FIRE SAFETY AND SPRINKLER SYSTEMS

Below is a listing of housing fire safety systems

Residential Fire Systems Building	Smoke Detectors	Heat Detectors	Carbon Monoxide Detectors	Sprinkler System
Avalon Apartments	X	Not necessary	Not necessary	Not Necessary
Creekstone Apartments	X	Not necessary	Not necessary	Not Necessary

## POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Dean of Student Affairs. Reports are kept in a secure location in Office of the Dean of Student Affairs. The annual crime report is prepared by gathering campus crime statistics and data from local police departments and other relevant information by the Dean of Student Affairs.

## SECURITY AND ACCESS TO CAMPUS FACILITIES

It is the policy of The Art Institute of Tennessee-Nashville that access to all campus facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to college policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff, and faculty members are required to show a valid AiTN identification card to gain access to campus facilities and may be subject to search.

## ACCESS TO THE ACADEMIC BUILDINGS

A Security Desk is located on the First Floor of the entrance to The Art Institute of Tennessee-Nashville, 100 Centerview Drive, Nashville, TN 37214. After hours, the building is protected with electronically locked security doors and devices including cameras and proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building and parking areas, and shrubs and hedges are kept low for safety reasons. Suspicious persons are questioned and asked to leave.

## ACCESS TO RESIDENTIAL FACILITIES

Creekstone and Avalon Apartments are gated communities. Both have controlled access and provide Courtesy Officers that patrol both the interior and exterior of the complex during the hours that the leasing office is closed. **In the event of a crime in progress, dial 911.**

## CAMPUS LAW ENFORCEMENT

Persons employed as security personnel on the main campus are instructed in security, security problems, specific college rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the Senior Building Manager 615-886-1703.

Unarmed security personnel at the college are there at the direction of the college, and are to assist students, faculty members, and staff of AiTN. Someone is on duty twenty four hours a day, seven days a week. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their AiTN Photo ID cards at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact law enforcement authorities, the Dean of Student Affairs, or the President if any illegal activity occurs.

## **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

The Art Institute of Tennessee-Nashville is located in Davidson County, Nashville Tennessee. AiTN maintains a close working relationship with the Police Department with periodic contact initiated by AiTN personnel to ensure that the college is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided email, posters, letters and handbills.

## **PROGRAMS TO INFORM STUDENTS ABOUT CAMPUS SECURITY**

All new Art Institute of Tennessee-Nashville employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as the security of their fellow classmates. The orientation program, which takes place four times per year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and procedures for reporting any criminal activity or emergency. The program encourages students and employees to be responsible for their own security and the security of others. AiTN encourages victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, the names of victims or witnesses who provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by The AiTN Dean of Student Affairs in a secure location.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

AiTN also provides seminars and workshops designed to heighten awareness of crime and its prevention. Topics included in these informational programs are personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event an AiTN Executive Committee member, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by email, letters and handbills, and posters.

Students are requested to review the AiTN *Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review AiTN's *Employee Handbook* where information regarding Standards of Conduct and Safety can be found.

## **MISSING PERSON NOTIFICATION POLICIES AND PROCEDURES**

Any student believed to be missing from College Sponsored Housing unexpectedly for 24 hours shall be immediately reported to the Dean of Students. It is the policy of Art Institute of Tennessee – Nashville that the Dean of Students will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The Dean of Students will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

The Dean of Students will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at the AiTN can identify, through the registration process to designate a person or persons that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with the Dean of Students. Note that this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Should the Dean of Students not be able to locate a person reported missing within twenty-four (24) hours of the report, the Dean of Students would then notify your designated 'missing person' emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the Dean of Students will immediately notify local law enforcement agencies within this 24 hour window, as well as any other agencies where the missing student may be.

**NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED:** For any student under the age of 18 and who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing.

For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

At the present time, The Art Institute of Tennessee-Nashville does not have any off-campus student organizations.

## **DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all Art Institute of Tennessee-Nashville students and employees annually.

Pursuant to federal and state drug laws, employees and students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. AiTN also enforces state laws regarding underage drinking. This prohibition applies while on the property of AiTN or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from AiTN or termination of employment.

## **WEAPONS POLICY**

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on Institute owned or controlled property.

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by Art Institute of Tennessee-Nashville staff members and guest presenters each year. Presenters discuss rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Information on sexual assault issues is available in the Student Affairs office. Should a student be sexually assaulted, it is the student's option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, security, the Dean of Student Affairs, members of the Executive Committee or other Art Institute officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at (800) 879-1999 or (615) 256-8526. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, AiTN personnel will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that AiTN personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include: [Rape & Sexual Abuse Center www.rasac.org](http://www.rasac.org), 25 Lindsley Ave, Nashville, 37210 - (615) 259-9055, [Rape & Sexual Abuse Center: Crisis Line](http://www.rasac.org) Nashville, 37201 - (615) 256-8526

## **DISCIPLINARY ACTION AND SANCTIONS**

On-campus disciplinary procedures against students will be in accordance The Art Institute of Tennessee-Nashville published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only The Art Institute's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

The institution will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

## **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available from the Metropolitan Nashville Police Department Police Department, located at: 200 James Robertson Parkway, Nashville, TN 37201, Information: 615-862-7400, Urgency without emergency: 615-862-8600  
Emergency: 911

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available online at:  
[http://www.ticic.state.tn.us/SEX\\_ofndr/search\\_short.asp](http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp).

On-campus computer labs with Internet access are available for you to view the above Web site at academic building. The labs are open 24 hours Monday through Friday and from 6:00 a.m. to 2:00 a.m. Saturday and Sunday, when the college is in session.

## CRIME STATISTICS

The following statistics are provided in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. The Art Institute of Tennessee-Nashville prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the Dean of Student Affairs to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on The Art Institute's campus, non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## REPORTING AREA

The Art Institute of Tennessee-Nashville reports statistics from all property owned or controlled by the college. Statistical information relative to property adjoining Institute facilities is provided by Colliers Building Management, operator of the Commerce Center East Building. Information relative to areas adjacent or contiguous with Institute facilities has been provided by the Metropolitan Nashville Police Department.

For purposes of the Clery Act, The Art Institute of Tennessee-Nashville campus is defined as:

Main Campus: 100 Centerview Drive, Nashville, Tennessee 37214

Public Property: Sidewalk adjacent to the main campus, sidewalk and parking lots adjacent to the main campus and green area surrounding the periphery of the campus

Apartments: Avalon Apartments, 3500 Andrew Jackson Way, Hermitage, Tennessee 37076  
Creekstone Apartments, 266 Stewarts Ferry Pike, Nashville, Tennessee 37214

## DEFINITIONS

The following are definitions of occurrences that must be reported:

- 1) **Criminal Homicide, Murder and Non-negligent Manslaughter** - The willful (non-negligent) killing of one human being by another.
- 2) **Negligent Manslaughter** - The killing of another person through gross negligence.
- 3) **Sex offenses**
  - a) **Forcible Sex Offenses** - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
    - i) **Forcible Rape** — The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
    - ii) **Forcible Sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
    - iii) **Sexual Assault With An Object** – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/ her youth or because of his/her temporary or permanent mental or physical incapacity.
    - iv) **Forcible Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
  - b) **Non-forcible Sex Offenses**—Unlawful, non-forcible sexual intercourse.
    - i) **Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- ii) **Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- 4) **Robbery** - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- 5) **Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- 6) **Burglary** - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- 7) **Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)
- 8) **Arson** - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- 9) **Liquor law violations, drug law violations, and illegal weapons possession** –
- a) **Arrests**
- i) **Liquor Law Violations** — The violation of laws or ordinances prohibiting:
- The manufacture, sale, transporting, furnishing, possessing of intoxicating liquor;
  - Maintaining unlawful drinking places;
  - Bootlegging;
  - Operating a still;
  - Furnishing liquor to a minor or intemperate person;
  - Using a vehicle for illegal transportation of liquor;
  - Drinking on a train or public conveyance;
  - Any attempts to commit any of the foregoing violations.
- Note:** Drunkenness and driving under the influence are not included in the definition of “liquor law violations” for Clery Act reporting purposes nor are violations of college alcohol policies that do not rise to the level of a crime.
- 10) **Drug Law Violations** – Violations of State and local laws related to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana; synthetic narcotics (Demerol, methadone’s), and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- 11) **Weapon Law Violations** — The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- 12) **Disciplinary Referrals** - Incidents in which the person was not arrested, but instead was referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.



The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

*Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).*

<i>Hate Crimes</i>	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter									
Negligent Manslaughter									
Forcible Sex Offense									
Non-Forcible Sex Offense									
<i>Incest</i>									
<i>Statutory Rape</i>									
Robbery									
Aggravated Assault									
Burglary									
Motor Vehicle Theft									
Arson									
Simple Assault									
Larceny-Theft									
Intimidation								1	
Destruction, Damage, Or Vandalism of Property									
<b>Totals</b>	0	0	0	0	0	0	0	1	0

Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin

1					

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Arrests									
Weapons: carrying, possessing, etc									
Drug Abuse Violations:					2				
Liquor law violations									
Disciplinary Actions									
Weapons: carrying, possessing, etc									
Drug Abuse Violations:	1	2			5			5	
Liquor law violations	1	13			10			14	
<b>Totals</b>	2	15	0	0	17	0	0	19	0

\* Includes school-sponsored housing

\*\*Public property includes the sidewalks immediate adjacent to the campus including the parking facility across the street from the campus and the thoroughfare between the campus and parking facility.

The Metropolitan Davidson County Police was asked to provide additional information to comply with the reporting requirements of this Act, but it was not received.

# **CRISIS MANAGEMENT PLAN**



**The Art Institute  
of Tennessee™ – Nashville**

*A branch of The Art Institute of Atlanta*

**100 Centerview Drive, Suite 250  
Nashville, TN 37214**

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# **CRISIS MANAGEMENT PLAN**

## **PURPOSE**

The purpose of this guide is to outline procedures for The Art Institute of Tennessee -- Nashville to delineate responsibilities for the Emergency Response Team (ERT).

## **OVERVIEW OF CRISIS MANAGEMENT**

The Art Institute of Tennessee -- Nashville (AiTN) recognizes the need to be as prepared as possible for crises and controversies. This document is designed to act as a resource in times of crisis and also a reminder of the importance of preparing for a possible crisis situation.

Experience shows that colleges must not only do the right thing, but must be seen as doing the right thing; for example, the Emergency Response Team (ERT) need facts to address the situations in which they find themselves, yet they are often so preoccupied with addressing the physical crisis that fact gathering becomes impossible. Advance preparation and training can help alleviate this problem.

For the purpose of this guide, the definition of a crisis or emergency is any incident occurring on AiTN property or at a College-sponsored event, or involving staff, faculty or students that jeopardizes the safety or security of AiTN's community. Examples of emergencies may include: bomb threat, sexual assault, murder, major fire or power outages, suicide, natural disaster, legal claims against the College or irreparable harm to the College's reputation and business prospects or any situation that, in the judgment of others, poses a threat of life in danger or property damage.

Priorities for tasks for managing emergencies are in the following order:

1. Preserving human life
2. Preserving property
3. Minimizing danger/Assessing damages
4. Resuming normal operations and services
5. Communication with the media

## EMERGENCY RESPONSE TEAM MEMBERS

### PHONE NUMBERS

Any member of The Art Institute of Tennessee -- Nashville faculty or staff is authorized to make a decision to call 911. When in doubt, it is the College's policy to err on the side of caution. After reporting an incident to the 911 operator, the caller should contact a member of the ERT.

<b>Primary</b>	<b>Ph. Ext.</b>	<b>Alternate</b>	<b>Ph. Ext.</b>	<b>Backup Alternate</b>	<b>Ph. Ext.</b>
President C. Menck	3855	Greg Chapman	3820	Doug Lange	3884
Doug Lange	3884	Leslie Starks	3816	Kerry Puglisi	3869
Greg Chapman	3820	Kerry Puglisi	3869	Michelle Jordan	3870

### Executive Committee Positions

President – C. L. A. Menck

Dean of Academic Affairs – Greg Chapman

Dean of Student Affairs – Douglas Lange

Sr. Director of Admissions – Leslie Starks

Director of Administrative and Financial Services – Michelle Jordan

Human Resources Manager – Kerry Puglisi

### DEPARTMENT PHONE TREE

Each department manager shall maintain a current list of his/her employees' home telephone numbers and a departmental phone chain. In the case where emergency contact is necessary, a member of the Executive Committee will contact department managers to start the phone chain. Departmental managers will, in turn, contact their respective employees. If unable to contact a person, the caller should proceed to contact the following person on the list in order that the chain is continued.

Up-to-date copies of phone trees should be kept at callers' home residences where they can be accessed easily in the case of an emergency.

Updated phone tree lists will be provided by the President's Executive Assistant every quarter.

# **CRISIS MEDIA MANAGEMENT: STEP-BY-STEP PROCEDURE**

## **STEP ONE: CHANNEL THE INFORMATION**

Any College employee, upon learning of or suspecting a crisis, should contact a member of the Emergency Response Team (ERT) immediately. Because time is of the essence in crisis situations, employees must be especially persistent in tracking down a member of the Emergency Response Team (ERT).

## **STEP TWO: ASSEMBLE THE EMERGENCY RESPONSE TEAM (ERT)**

The ERT will be contacted by any member of the Executive Committee upon notification that an emergency has developed which warrants a coordinated response by the College. Upon learning of an incident, the EC member calls an emergency meeting in the following manner:

- SDOA, DOSA, DOAA, DAFS, DOHR, and the President will contact each other.
- The EC will meet in the office of President. The EC immediately contacts EDMC with news of the crisis.
- Depending on the nature of the emergency, the EC may contact the Assistant Technology Support Supervisor, Director of Career Services, and Property Management.

In the event it is not possible to meet at the College because of the type of crisis, alternative locations include a residence of an Executive Committee member or an alternative building.

The ERT will oversee the management of the crisis by taking the following steps:

## **STEP THREE: DEFINE THE CRISIS**

The ERT will rely on the support of the entire organization to quickly gather information pertaining to the crisis. The ERT should research the following before making any public statements.

What transpired?

In what order and when did the events occur?

Why did it transpire?

What is the College going to do about the situation?

What past actions has the College taken to prevent such a crisis?

What is the status of the official investigations?

What are the names and contact information of all parties involved?

## **STEP FOUR: PREPARE THE MESSAGE**

The ERT will discuss appropriate response alternatives for the College, developing several courses of action, and then select the best as determined by consensus.

## **IMPORTANT ELEMENTS**

- Show concern for the victim(s) and his/her families
- Communicate how the College is handling the situation
- Demonstrate a solid track record
- Demonstrate measures that the College has taken to prevent such a crisis
- Communicate what measures the College will take to prevent such an occurrence from happening in the future
- Exhibit a timely response and completeness of information

## TOOLS

- Media spokesperson
- Fact sheet/press releases
- AlertFind System - All students, faculty and staff are strongly encouraged to subscribe to AiTN's electronic emergency notification system, known as AlertFind. In an emergency, AlertFind will enable authorized college officials to reach community members through mechanisms other than regular college email and telephones.

The new system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus telephone. The information in the emergency notification system will be used primarily to contact you in case of emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid, wide-scale notification.

The Dean of Students and IT Assistant Supervisor have access to send Alertfind messages.

## STEP FIVE: ESTABLISH COMMUNICATION SYSTEMS

In times of crisis, its constituents must see the College as actively managing the situation. For this reason, it is especially important that the College keep its various audiences apprised of how it is handling the crisis. The ERT should take care to utilize the communication system that will most effectively reach each audience.

### INTERNAL AUDIENCES

- Employees
- Students
- Parents of students
- Alumni
- Parent Campus (AiA)
- EDMC

Communication systems: meetings, e-mail, communication coordinators, department directors, telephone, fax, newsletters and website

### EXTERNAL AUDIENCES

Media Tools: press release, press conference, media visits, telephone, fax, newsletters and website

- Employers
- Business partners
- Industry leaders
- Government
- Neighbors
- Other building tenants
- Property management

## STEP SIX: CRISIS AUDIT

In the aftermath of a crisis, the usual response is a strong desire to move forward and resume the normal activities of the College; however, in order for the College be better prepared to handle the next crisis, the ERT must evaluate how the crisis plan was effective, where the plan needs to be revised and what changes should be made to the plan.

## **STEP SEVEN: FOLLOW-UP COMMUNICATION**

Once the ERT determines that the crisis has passed, the College should communicate the news to both its internal and external audiences. The message can be disseminated in the form of a letter, newsletter, or meeting, and should outline how the crisis was handled, what was learned, and how the College plans to move forward.

# EMERGENCY MEDICAL ASSISTANCE PLAN

## FIRST AID PROCEDURES

(EMT Personnel Needed)

1. Try to remain as calm as possible.
2. Check the scene for safety and eliminate any unsafe conditions. If necessary, deputize another employee to assist you.
3. Check the injured person and assess:
  - a) Is there severe bleeding?
  - b) Is the person unconscious? Is there a head injury?
  - c) Is the person having trouble breathing?
  - d) Is the person skin tone becoming flush or discolored?
  - e) Is the person having trouble seeing? Each culinary and art lab that use chemicals and paints should have an eye wash station with legible signage identifying the first aid station.
  - f) Is there a severe burn?

If yes, to any of these, call 911 immediately.
4. Have someone stay with the injured person (preferably a staff or faculty member).
5. Use your best judgment - if in doubt, call 911 immediately.
6. Ask the student or employee if there is a person he/she would like to have notified.
7. A student has the right to refuse paramedic or hospital treatment. \* Incident report must still be completed and submitted with refusal of treatment form.
8. After the incident, please contact the Student Affairs to complete an injury report or for assistance with anything else.

## EMERGENCY 911

When calling 911, be sure to have the following information:

- a) Exact location of injured person
- b) Name and age of injured person
- c) Nature of the emergency (what happened?)
- d) Condition of the injured person

## BASIC FIRST AID PROCEDURE

(EMT Personnel Not Needed)

1. Try to remain as calm as possible.
2. Assess the injury.
3. If the person is able to go with you, take the student to the nearest first aid station and administer the necessary assistance. Locations of first aid station are identified on following page. (Wear latex gloves for all first aid care.)
4. If the person is unable to go with you, have another employee get the first aid kit. Administer the necessary assistance. (Wear latex gloves for all first aid care.)

5. Someone should stay with the injured person at all times and pay attention to any changes in their condition.
6. If the person needs to go to the hospital or go home, the Dean of Students can assist in arranging transportation if necessary.
7. After the incident, please contact the Dean of Students to complete an incident report.

## **IDENTIFIED FIRST AID STATIONS**

First Aid kit is located in the following areas:

2nd floor	Staff lounge
2nd floor	Culinary lab 2025
2nd floor	Culinary lab 2030
2nd floor	Culinary lab 2080
2nd floor	Culinary Storeroom

## **NOTIFYING FAMILY MEMBERS**

A member of the Executive Committee should be informed prior to contacting family members of a student or employee about an injury or illness.

In the case of an injury or illness, in most cases, the student or employee can indicate who should be notified. In cases where a student cannot provide that information, the academic file in the Registrar's Office contains certain contact information. The Human Resources Department can provide emergency contact information for faculty members and staff.

In the event of a serious or life threatening injury, illness, or death, the College president should be contacted immediately to assist with notifying the family. Notification should be done by a member of the Executive Committee.

## EMERGENCY SITUATIONS

### THUNDERSTORMS (See [www.redcross.org](http://www.redcross.org) for additional information)

Thunderstorms develop in warm, moist air in advance of eastward-moving cold fronts. These thunderstorms often produce lightning, flash floods, large hail, damaging straight-line winds, and tornadoes. Know the definition of the following special weather advisories:

**SEVERE THUNDERSTORM WATCH:** Severe thunderstorms are possible in your area.

**SEVERE THUNDERSTORM WARNING:** Severe thunderstorms are occurring.

- Listen to local news of NOAA Weather Radio for emergency updates. A NOAA Weather Radio is in the Dean of Students office. Watch for signs of a storm, like darkening skies, lightning flashes or increasing wind.
- If you can hear thunder, you are close enough to be in danger from lightning. If thunder roars, go indoors! The National Weather Service recommends staying inside for at least 30 minutes after the last thunder clap.
- Avoid electrical equipment and telephones.
- Keep away from windows.
- If someone has been struck by lightning: Call 911 if the person has stopped breathing, begin CPR. If the person is breathing normally, look for burns and other possible injuries and care for them as necessary. People who have been struck by lightning do not retain an electrical charge and can be handled safely.

### TORNADO

Tornadoes in the winter and early spring are often associated with strong, frontal systems that form in the Central States and move east. Occasionally, large outbreaks of tornadoes occur with this type of weather pattern. Several states may be affected by numerous severe thunderstorms and tornadoes. Tornadoes occasionally accompany tropical storms and hurricanes that move over land. Tornadoes are most common to the right and ahead of the path of the storm center as it comes onshore.

Know the definition of the following special weather advisories:

**TORNADO WATCH:** Tornadoes are possible in your area. Remain alert for approaching storms.

**TORNADO WARNING:** A tornado has been sighted or indicated by weather radar. If a tornado warning is issued for your area and the sky becomes threatening, move to your pre-designated place of safety immediately.

Precautions to take before severe weather:

- Develop an emergency plan for your office workers
- Have drills and inform your employees of the safest place in your building to congregate. Ensure you have a place large enough for all employees to safely gather
- Do not leave the building
- Have employees move away from all glass windows and doors
- Keep a map nearby to follow possible tornado movement from weather bulletins
- Observe threatening skies. Look for dark clouds, hail and high winds

- Have several flashlights with plenty of extra batteries
- Have a NOAA Weather Radio with warning alarm tone to receive warnings (located in the Dean of Students office)
- Listen to radio or television for up-to-the-minute information; extra batteries for the radio.
- Turn off and unplug all valuable equipment to protect from power surges

Precautions to take during severe weather:

- Move away from windows and glass doorways. Try to remain calm and reassure others.
- If you are indoors, move immediately to a safe place. Get under a desk, table, or workbench if possible. If not, stand in an interior doorway or in the corner of a room. Watch out for falling debris or tall furniture.
- If you are in a wheelchair, get away from windows and go to an interior room. If possible, seek shelter under a sturdy table or desk. Do cover your head with anything available, even your hands.
- Stay away from windows and heavy objects (such as file cabinets, machinery and refrigerators) that may topple or slide across the floor.
- Do not dash for exits, since stairways may be broken and jammed with people. Power for elevators may fail and stop operating. Seek safety where you are when the natural disaster occurs, and then leave calmly if evacuations are necessary.
- Be prepared for the electricity to go out, emergency alarms to start ringing, and the sprinkler system to go off. Expect to hear glass breaking, walls cracking, and objects falling.
- If you are outside and a tornado is approaching, get into a ditch or gully. If possible, lie flat and cover your head with your arms.
- If you are outdoors, try to get into an open area, away from buildings and power lines. Protect your head and make yourself as small a target as possible by crouching down.

Precautions to take after severe weather:

- Listen to radio or television to ensure that all threat has passed
- Be aware of debris and careful for down power lines
- Take pictures of any damage for insurance claims and contact your agent
- When checking for damage, use a flashlight. Do not use candles in case of a gas leak
- Report down power lines and gas leaks to the appropriate vendor. Be aware of possible electrical dangers. Watch for sparks or frayed wires.

## **EARTHQUAKE**

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

### **Indoors:**

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face

and head with your arms and crouch in an inside corner of the building.

- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and you know it is a strongly supported, load-bearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

### **Outdoors:**

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

In a moving vehicle:

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris:

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort as shouting can cause you to inhale dangerous amounts of dust.

## GENERAL PRECAUTIONS AFTER A NATURAL DISASTER

- There may be considerable structural damage and people may be injured.
- Remain calm. Assess the situation.
- Tend to the injured. Cover them; administer first aid if necessary (only if qualified/certified in first aid). Call for medical assistance if severe injury needs immediate attention.
- Check for fires and other hazards. Put out any fires immediately if you can.
- Check for damage to utilities and appliances. Do not turn on electrical switches or appliances until you are sure there are no gas leaks. Turn off electricity if there is a potential danger from damaged wiring.
- Shut off water mains if breakage has occurred. Report utility damage to the Building Management and follow their instructions.
- Check to ensure the gas valves are turned off in all 3 culinary preparation kitchens.
- Do not light matches or use open flames. There may be gas leaks.
- Do not touch power lines, electric wiring, or objects that are in contact with power lines or wiring.
- Do not use the telephone except to call for help; to report serious medical, fire or criminal emergencies; or to perform an essential service.
- Do not use toilets until you are certain sewer lines are unbroken.
- Clean up spills from hazardous chemicals such as gasoline, etc.
- Listen to the radio for information about disaster procedures.
- In the case of an earthquake, be prepared for aftershocks. They often cause additional damage to structures already weakened by the main quake.
- Be very cautious when entering or moving about a damaged building. Collapses can occur without warning. There is also danger from gas leaks, electric wiring, and broken glass.

# EVACUATION PLANS

## EMERGENCY EVACUATION PROCEDURE (IMMEDIATE)

- Stay calm. Stop work immediately. Grab your valuables; **do not** pack up work, supplies, or work in progress.
- Follow directions for exiting your area. Exit the building using nearest stairwell only.
- Physically challenged individuals must wait in the designated enclosed stairwells for authorized emergency personnel to assist them. A staff or faculty member should wait with this individual and instruct another employee to notify personnel of their whereabouts.
- After exiting, immediately proceed to the designated area of the parking lot.
- Do not re-enter the building for any reason until emergency personnel provide authorization.
- Emergency evacuation routes are posted.
- Once evacuated, no one is permitted in the building until the authorities have deemed the property safe.
- The President will develop a public statement in consultation with the Executive Committee members.
- An Incident Report Form will be prepared and filed with the Dean of Students.

## NON-FIRE EMERGENCY EVACUATION PROCEDURE

DO NOT RUN - Walk in an orderly manner. Remain calm and alert. INSTRUCTORS ARE TO ACCOMPANY THEIR CLASSES THROUGHOUT THE EMERGENCY. Instructors should advise students to secure their valuables and close the classroom door after the last student has exited the classroom. Use the designated emergency exit closest to the room you are located in at the time of the emergency.

- If instructed to evacuate, determine whether it is safe to use the fire alarm system.
- In the case of a bomb threat, the fire alarm **could** activate the bomb. ERT will go to the classrooms and offices to notify people to evacuate. Follow regular evacuation procedures.

The President, Dean of Student Affairs, Director of Administrative and Financial Services, or the Director of Human Resources will notify the College about the emergency by physically walking through the building and notifying all to evacuate.

## INSTRUCTION FOR FACULTY AND STAFF

Safety Wardens have been designated for their respective areas. These individuals and their back-up will also be responsible to conduct a head count in their respective area. Each individual faculty member is responsible for their class head count.

**BUILDING EVACUATION TEAM  
Monday – Friday**

**EXIT E2 (West Wing): Assembly Area with Argosy, front parking lot near picnic area**

The groups below will direct all staff and students to exit through the front exit and out to the parking garage. **Emergency Kit Location: security desk**

<b>Primary</b>	<b>Ph. Ext.</b>	<b>Alternate</b>	<b>Ph. Ext.</b>
Katherine Houghton	3013	Lisa Green (SFS)	3010

**EXIT E5 (East Wing): Art Institute Assembly Area, rear parking lot, 2<sup>nd</sup> tier**

The groups below will direct all staff and students to exit from back exit and proceed toward the 2<sup>nd</sup> Tier of the Parking Lot. **Emergency Kit Location: security desk**

<b>Primary</b>	<b>Ph. Ext.</b>	<b>Alternate</b>	<b>Ph. Ext.</b>
Doug Lange	3884	Michelle Jordan	3870

**EMERGENCY CONTINGENCY PLAN/RELOCATION (Short-Term)**

- If there are injuries, immediately contact Dean of Student Affairs, President, or Dean of Academic Affairs to transport injured parties to local hospitals via ambulance and other emergency vehicles. First-aid trained employees may provide some first aid on-site. An emergency team determined by the Emergency Response Team (ERT) will maintain a list of students and employees transported from the site by emergency personnel.
- The office of the President will be used as an Information Center on-site where information can be gathered and dispersed. In the event of an evacuation the ERT will meet on the 2<sup>nd</sup> Tier of the rear parking lot.
- Create and distribute an information sheet with instructions to students and employees regarding what they need to do in the immediate future (i.e. stay in the area until further instructions are received; check in with the information center; go home, etc.) Use bullhorns when necessary.
- Depending on the condition of the building, the ERT would allow a controlled number of evacuees to gain entrance to the building and to be escorted to their classrooms/offices to retrieve their belongings.
- Make phones available to enable all evacuees to call home/family.
- The police or fire department may close down access to the building with the exception of emergency personnel. In this event, the President will hire additional security to maintain watch over the damaged building to protect any salvageable property.

**IF THE EMERGENCY IS SUCH THAT EVACUEES CANNOT GET HOME**

- If the Emergency Services (fire and police) responded to the crisis, they may provide resources for emergency needs. If needed, call 911 for additional resources.
- Student Affairs and ERT will assist with finding lodging for evacuees. Review options for temporary lodging for displaced evacuees, including other academic buildings, College-sponsored

housing, community spaces and local hotels and motels. Encourage those who live within walking distance to provide temporary housing for those who cannot get home immediately.

- Those evacuees who cannot get home should report in at the Information Center. Require them to give their names, social security numbers, home addresses, phone numbers and emergency contact information and record where they will be staying. This information may be used to account for the whereabouts of all evacuees.
- The ERT will check for safety: gas, water, sewage leaks, downed electric lines and shorts, turn off appropriate utilities, and check for building damage and potential safety problems after emergency.
- Wear protective shoes.
- Clean up dangerous spills.
- Turn on the radio and listen for instructions from public safety agencies.
- Don't use the telephones except for emergency use.
- Follow steps outlined in "Emergency Evacuation Contingency" should evacuation of people be necessary.
- Use media statements prepared by the President to provide information to parents on relocation sites for students and reassure them that everything is under control.

#### **AFTER THE CRISIS (48+hours)**

- President will use e-mail and voicemail for announcing programs that help ease emotional distress.
- Continue public service related programs for two weeks following the event using campus and off campus media.
- The Dean of Student Affairs and Director of Human Resources will provide access to counseling services for those students and staff who may have lost a friend or a significant other and/or utilize bereavement services.
- Hold a College meeting as soon as possible given by the President or the Executive Committee representative to thank everyone, give accurate information, get suggestions, reassure everyone, and provide future plans for returning to regular operations.

## **MINOR INTERRUPTION OR MINIMAL OUTAGE**

The President will lead the restoration of physical plant operations.

College Information Technology staff will restore the administrative server within two hours.

College technical staff will restore the classroom server from backup.

In the event of a severe virus attack, it is estimated that IT could restore all computer operations within 4 hours.

## **LOSS OF A CLASSROOM LAB**

1. The President, with assistance of local contractors, will assess damage to power and environmental systems.
  - a. If source of interruption of power is external to facility contact ADoT.
  - b. If internal to facility, begin by accessing electrical blueprint of facilities located in Presidents Office.
  - c. Before energizing panel assure all breakers in panel are set to off position.
  - d. Then begin to energize main breaker first.
  - e. Then energize all feeder breakers one at a time.
2. Environmental systems contact President.
  - a. For environmental systems access computer located in the Cage.
  - b. Check status of chillers and air handlers.
  - c. Upon re-energizing power, environmental systems should restore itself.
3. College IT staff would assess the outage to determine the nature of the damage for classroom teaching.
  - a. If the issue were software, the classroom would be re-ghosted from a master image on the server. It is estimated that a lab could be completely reset within 24 hours.
  - b. If the issue were hardware, college (person responsible for scheduling) to relocate all classes scheduled for this lab in cooperation with the Dean of Academic Affairs. Replacement hardware would be ordered and installed by IT staff or designated service vendor upon arrival. If necessary, software would be loaded by college IT staff. It is estimated that hardware replacement could occur within 24 hours of the receipt of the hardware.
  - c. If the issue were network connectivity, IT staff would assess the situation to determine what type of repairs would be needed. It is estimated that network connectivity could be restored within three hours.
  - d. If the connectivity issue were hardware relate, IT staff would order the replacement part and temporarily patch cable.

- e. If the connectivity issue were cable related, IT staff would work with the President's office or DAF for the repair.

## **LOSS OF CLASSROOM NETWORK**

1. Contact IT staff in the Cage.
2. If failure is loss of power, contact President or ADoT to access situation.
3. Staff would assess the situation to determine the nature of the damage.
  - a. If the issue were software, the college technical staff would restore the server from software reload and backup tape. It is estimated that server restoration could occur within 24 hours.
  - b. If the issue were hardware, the IT staff would determine nature of the damage and effect repairs through component replacement or service vendor. It is estimated that upon receipt of the hardware, network restoration could occur within 24 hours.
  - c. If the issue were network connectivity, IT staff would assess the situation to determine what type of repairs would be needed.
3. If connectivity issue were hardware related, IT staff would order the replacement part and temporarily patch cable in cooperation with the President's office and DAF. It is estimated that network restoration could occur within twelve hours.
4. If the connectivity issue were cable related, IT staff would contact the appropriate vendor for repair.

## **LOSS OF ADMINISTRATIVE NETWORK**

1. Contact IT staff.
2. If failure is loss of power, contact President and ADoT to access situation.
3. Staff would determine course of action.
  - a. If the administrative network is down, IT Staff would be contacted for assistance.
  - b. If the issue is network hardware, CS will contact AT&T to determine nature of problem and effect repairs.
  - c. If the issue is network wiring, IT staff will effect repairs.
  - d. If the issue is extended (more than three days), key personnel in all departments have or will have modems installed and are given access to analog lines.

## **LOSS OF CLASSROOM AND ADMINISTRATIVE NETWORKS DUE TO WATER DAMAGE**

1. Contact President and IT ADoT.
2. IT staff would assess the extent of the equipment loss and telecommunications loss. Vendors would be called in to initiate temporary and/or permanent repairs.
3. College technical staff and Central Services would restore basic networking services and servers with the assistance of any necessary vendors.
4. IT staff would begin reinstalling saved equipment and installing new equipment in the following order:

- Admissions
- AFS/SFS
- Executive Committee
- Registrar
- Academic Records
- General Classroom Labs
- Specialty Labs
- Non-Critical administrative departments

It is estimated that equipment and networks could be functioning within 96 hours upon the receipt of the necessary hardware.

## **LOSS OF FACILITIES DUE TO FIRE, BOMB, OR WEATHER RELATED DISASTERS**

1. Contact Executive Committee who would notify proper local authorities.
2. EC would determine needs and provide a temporary facility.
3. President would assess the facilities and begin to call in vendors to provide plant operations.
4. College technical staff and information technology would begin installing equipment in the following order:

Critical Administrative departments would be brought back online with modems and analog lines in the following order:

- 1) Admissions
- 2) AFS/SFS
- 3) Executive Committee
- 4) Registrar
- 5) Academic Records

- Servers would be reloaded from backup tapes; switches and routers would be configured where required.
- General classroom labs would be installed and loaded from master ghost images.

Specialty Labs example: Photography, Video, and Culinary

# **IMMINENT DISASTER PRESERVATION AND PREPARATION PLAN**

If a disaster is imminent the following steps should be taken:

## **VITAL RECORDS PRESERVATION**

- Notify everyone to back-up personal computers.
- Immediately begin gathering important papers and files and place inside a secure storage/file cabinet.
- Clear all desks, cabinets, and work areas of any items that may be blown around or damaged by water.
- All desks, files and furniture should be locked if possible.
- All doors should be closed, but not locked.
- Everyone should be instructed to remove all personal belongings.

## **EXTERIOR BUILDING/GROUNDS PREPARATION**

Building personnel will be responsible for securing the exterior building and grounds.

## **COMPUTER LAB PREPARATION**

The Technology Department staff under the direction of the AToD and assisted by staff will be responsible for:

- All equipment in exterior classrooms with windows must be covered with plastic and duct tape.
- Cabinets containing software must be locked and covered with plastic and duct tape.
- A complete set of software is kept in a fire/water proof file cabinet in an internal office.
- All equipment must be disconnected from electrical supply.

## **LIBRARY PREPARATION**

The library staff, under the direction of the Library Director, and the assistance of staff will:

- Unplug all electrical equipment.
- Cover all equipment with plastic.
- Make three backup copies of all data. Library Director and two designated employees will take these copies with them.
- All blinds will be lowered.
- All materials near windows sills will be moved or covered in plastic.
- All doors will be locked.
- All employees will be notified of the closing and provide information as to how to find out when we will reopen.

\*\* The library computer lab will be attended to by the technology staff unless the library staff is notified otherwise.

## RE-ESTABLISHING OPERATIONS

After the storm has passed, the Emergency Response Team should meet at the main building site and conduct a situational analysis.

- Establish a command post.
- Assess the actual damage.
- Determine if or when the College can be re-opened.
- Call in staff necessary to begin clean up and repairs.
- Contact Program Chairs and advise them of the situation.
- Notify radio stations of decision to open or remain closed.
- If facility has sustained heavy damage, contact corporate support staff for assistance in re-locating operations.
- Contact vendors, suppliers, and contractors and make arrangements for needed supplies or repairs.
- Contact insurance carriers if necessary.

# CRISIS ON CAMPUS

## FIRE

### A FIRE IS DISCOVERED IN ONE OF THE CAMPUS BUILDING

- Upon discovering a fire, close the door to the room where the fire is located.
- Use your best judgment and, if the fire is small, you may use a fire extinguisher.
- Activate the Fire Alarm System by using pull stations that is located by each emergency exit door.
- Call the front desk receptionist at "0" and/or any EC member. Give your name, location, telephone number, and location of the fire.

### IF YOU HEAR THE FIRE ALARM

- Stay calm. Leave the building immediately. Do not use elevators.
- Close any open doors but do not lock them.
- Follow the instructions of Safety Warden.
- Notify Safety Warden or fire fighters on the scene if you suspect someone may be trapped inside the building.

### FIRE DURING REGULAR BUSINESS HOURS (Monday through Friday 6:00am to 5:30pm)

If active alarm conditions exist during regular business hours, it is the responsibility of the President to respond to crisis. The following will take place:

1. Facilities Management will respond to the fire alarm panel.
2. Facilities Management person responding to main panel will open panel door, determine if an emergency exists, and if no emergency exists, press Alarm Silence.
3. When designated personnel reach the fire alarm panel to locate area of alarm condition, they will then report to designated AiTN staff members via cell phones. The area then will be evacuated following established building procedures.

### FIRE DURING NON-REGULAR BUSINESS HOURS

It is the responsibility of Curley Tucker Property Management personal to response to fire alarm condition. The following steps aid in response to situation:

1. The alarm will call 911.
2. Designated person responding to main panel will upon arriving, open panel door and press Alarm Silence.

### INSTRUCTIONS FOR THE FIRE DEPARTMENT

- The fire panel is located in the power room on the 1<sup>st</sup> floor electric room, 119.
- There are two individuals assigned to greet the fire department

- The building blueprints are stored in the President's office.
- The main shut-off valve for the sprinkler system in the first floor in the stairwell behind the guard desk in the SE side of the building. It is marked "Main Valve".

## **INSTRUCTIONS FOR THE PHYSICALLY CHALLENGED**

All physically challenged persons should proceed to their designated area and wait for further instructions. In the event of a real emergency the Safety Warden, designated College staff, or fire fighters/rescue team personnel will assist physically challenged students and employees during an evacuation. In the event that physically challenged students or employees are on the second floor or higher, the Safety Warden or designated College Staff will assist the person to the nearest enclosed stairway and inform the fire-rescue team of their location.

## **WHEN EMPLOYEE SUSPECTS OR WITNESSES A CRIME**

If an employee suspect's students are breaking the law, the employee should contact one of the members of the College's Executive Committee. If the situation is immediate and occurring on campus, the employee should contact one of the following individuals:

Dean of Students  
 Dean of Academic Affairs  
 President

## **VIOLENT INCIDENT ON CAMPUS**

### **Incident Such as Gunfire or a Stabbing**

- Do not attempt to apprehend or interfere with the assailant(s).
- 911 is called by the first person aware of the incident.
- Notify any member of the Emergency Response Team (ERT).
- The police will determine the course of action to take to ensure the safety of those in the vicinity of the incident. If evacuation is necessary, no one is permitted back into the building until the police or a member of the ERT authorizes re-entry.
- The Emergency Response Team (ERT) will designate a liaison. The liaison will wait by the building entrance to meet and guide the emergency personnel. The President will make all communication with authorities. Staff, faculty and students will be instructed to not speak to anyone from media.
- The liaison will identify key personnel to assist with authorities' directives. This may include Security, the Emergency Response Team (ERT), and Department Chairs.
- The Facilities Manager will provide a copy of the floor plan of the building to the police, upon request.
- The President will instruct the front desk receptionist on how to respond to phone calls regarding the incident.

## **ONCE THE IMMEDIATE CRISIS IS RESOLVED**

- For those indirectly affected by the incident, dismissal should occur after an official announcement is made regarding what happened.

- For those directly affected by the incident, groups consisting of no more than 20 people will be contacted by a crisis response team and provided with an opportunity to discuss and express any concerns or issues prior to dismissal.

## **IF INJURIES AND/OR DEATH ARE INVOLVED**

- Family members of all casualty victims are notified as soon as possible. The Dean of Students will coordinate this communication.
- Follow procedures under "Medical Emergency" and or "Death of a Student/Employee."
- The President will set up a phone line providing information to those who are calling for information.
- The Dean of Students will file an Incident Report Form.
- The Parent Campus and Corporate Legal Counsel are notified of the situation.
- Faculty and staff are advised by the College counselor to identify and refer those students or employees at high risk for emotional disturbances. These may include relatives and close friends of the deceased and classmates who may have witnessed or come upon the death scene.
- Review security measures and make any necessary adjustments

## **LONG-TERM**

- Periodic mandatory de-briefing meetings with those directly affected by the incident by the College counselors or an outside referral.
- Continued identification of high-risk students and referrals to the Dean of Students. High risk students will be included in the weekly CSR reports to academic department chairs.
- Provision of ongoing support and instruction for students and employees who will be giving testimony or dispositions.

## **WEAPONS ON CAMPUS**

Crisis: Student, employees, or visitor has a weapon on campus, such as a gun or knife.

Any situation involving a weapon is potentially dangerous. It is important to assess the individual's mental status before and during a confrontation and proceed only with caution.

## **NON-THREATENING SITUATION: POSSESSION OF WEAPON IS NOTED**

- Individual aware of the weapon possession reports the situation to an Executive Committee member.
- The Executive Committee member will consult with the Dean of Students to make a determination regarding who, in addition to Security, should confront the individual with the weapon. The police may be contacted, if appropriate to the situation.
- If the individual is a student or employee, he/she will be approached and asked to remove the weapon from the premises. If the person is a visitor, he/she will be escorted out of the building by Security.
- If the individual declines to remove the weapon from the premises, Security or the police will escort him/her from the premises.

- The Dean of Students will take follow-up disciplinary action, if a student is involved.
- Appropriate department director will take follow-up disciplinary action if an employee is involved.
- If a visitor of students or employee was involved, their host will be subject to disciplinary review by the Dean of Students or their department manager.

## **THREATENING SITUATIONS: A WEAPON IS SHOWN IN A MENACING MANNER ON CAMPUS**

- Do not attempt to apprehend or interfere with the person who has the weapon.
- Attempt to retreat discreetly and assist or facilitate others to do likewise.
- As soon as safely possible, call 911. Provide them with your name, location, and information about the situation, including type of weapon, physical description, and mental state of person with weapon.
- Notify College security desk and Dean of Students of the situation and the location to assist in directing emergency personnel.
- Notify an Executive Committee member of the situation, who will then notify the President and other members of the Emergency Response Team (ERT).

## **FIGHTS**

In the event that a fight occurs in the College, the employee should immediately seek one of the following individuals:

Security  
 Dean of Students  
 Dean of Academic Affairs  
 President

## **ACTIVE SHOOTER**

In the case of an active shooter in or around the building:

- Remain calm; call 911 and remain on the line as long as possible, because needs may change as events unfold.
- If the shooter is in your office, attempt to negotiate if possible, but do not attempt to overpower them with physical force. That should be a last resort.
- Evacuate the building if it seems safe to do so. This may need to be through a window or back door. Main exits can be a target for the shooter.
- If you decide to exit the building, have an escape route in mind, bring a cell phone, keep your hands visible and do not stop to assist or move wounded victims (tell the police where they are located).
- If there are no safe escape routes, a lock down might be a better choice. Notify the police immediately, telling them where you are and who is with you, and conceal yourself in a room that can be locked or barricaded. Turn off the lights and stay away from doors and windows to create the impression that no one is there.
- When the police arrive, move slowly, keep your hands visible, and follow their instructions.

## BOMB THREATS

In most cases, bomb threats are intended to interrupt business operations. Despite this, all bomb threats should be taken seriously. It is important to obtain as much information as possible and relay it to the police. If you receive a bomb threat by telephone:

- Keep the caller on the phone as long as possible. Ask the caller to repeat the message. Do not hang up!
- If possible, discreetly and quietly attract the attention of a co-worker while continuing to listen to the caller. Have the co-worker note your specific telephone number and call 911. Do not use a cell phone.
- Obtain as much information as possible such as gender, age, etc. You may use the sample form attached or your own internal form. Find out:
  - a. Exact location of bomb
  - b. Exact time of detonation
  - c. Outside appearance or description of bomb
  - d. Reason for planting bomb
- Listen for background noises that might help determine where the call is coming from.
- At the conclusion of the call, immediately call 911 and give as much information as possible. Do not use a cell phone to call in information as a spark from the phone may ignite the explosive.
  - a. Name of the initial recipient of the threat
  - b. Name of anyone else who heard the threat
  - c. Name of any tenant threatened by the caller
  - d. Time the bomb is supposed to detonate
  - e. Exact location of bomb
  - f. Outside appearance or description of bomb
  - g. Reason given for planting the bomb
  - h. Time of the call
- **Call the Security Desk at 886-1401 immediately after calling 911.**

At this point, the decision is up to AiTN as to whether to evacuate immediately or to search the premises and evacuate if a suspicious package is found. When law enforcement authorities arrive at the building, they will be in charge of the situation.

Employees are the people most familiar with their work environment and most likely to spot a suspicious or out of place item. Have employees quickly scan their areas and report any suspicious objects.

General Safety Precautions:

- Discontinue the use of electronic devices such as radios, pagers, and cell phones. They have the potential to activate some explosive devices.
- Do not switch lights on or off.
- Do not smoke.
- Do not accept the contents of a suspicious container simply because it was delivered by ordinary means.
- Do not handle the suspected bomb in any manner.

- A bomb may be disguised or hidden in anything, such as a briefcase, neatly wrapped package, book, or pipes.
- Do not touch or disturb any suspicious objects. If you see a suspicious object, clear the area and notify the police and property management.

## LETTER BOMBS

Letter bombs are designed to travel safely but to explode when opened, triggered by either mechanical (spring-loaded) or electrical means. One common type of postal bomb consists of 2 to 5 ounces of plastic explosive with a pencil shaped metal fuse pressed in its center. Envelopes usually measure approximately 5 3/4" by 4" by 3/16" thick.

Some signs to look for:

- Size Is the letter unusually thick?
- Weight Is it heavy? An effective letter bomb will weigh more than two ounces.
- Balance Is it heavier on one end?
- Feel Is there any springiness in the sides of the letter? Does it flex, indicating it is filled with ordinary folded paper or is it stiff?
- Appearance Are there grease marks on the envelope or wrapping caused by the sweating of an explosive?  
Is the envelope sealed more tightly than usual or taped shut?  
Does it bear an unusual style of writing?
- Odor Is there a smell of almonds or marzipan?
- Sound Does it rattle or tick?

If you consider a parcel or letter suspect DO NOT OPEN IT! Call 911 immediately.

## BOMB EXPLOSION

If the bomb explodes, there will probably be a fire and injuries. Therefore:

- Follow fire emergency instructions
- Evacuate the premises in an orderly manner
- Follow established procedures for evacuating physically impaired persons, and help injured people evacuate
- Call 911 first, then call the Security Desk at 886-1401 for immediate assistance
- Evacuate speedily, but do not run
- Use stairwells, not elevators

## Desktop Procedures - Bomb Threat Checklist

<p><b>QUESTIONS TO ASK:</b></p> <ol style="list-style-type: none"> <li>1. When is the bomb going to explode?</li> <li>2. Where is it right now?</li> <li>3. What does it look like?</li> <li>4. What kind of bomb is it?</li> <li>5. What will cause it to explode?</li> <li>6. Did you place the bomb?</li> <li>7. Why?</li> <li>8. What is your address?</li> <li>9. What is your name?</li> </ol> <p><b>EXACT WORDING OF THE THREAT:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Sex of caller: _____ Race: _____</p> <p>Age: _____ Length of Call: _____</p> <p>Number at which call is received: _____</p> <p>Time: _____ Date: _____</p> <p>Your Name: _____</p> <p>Position: _____</p> <p>Phone number: _____</p>	<p><b>CALLER'S VOICE:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Calm</td> <td style="padding: 2px;">Nasal</td> </tr> <tr> <td style="padding: 2px;">Angry</td> <td style="padding: 2px;">Stutter</td> </tr> <tr> <td style="padding: 2px;">Excited</td> <td style="padding: 2px;">Lisp</td> </tr> <tr> <td style="padding: 2px;">Slow</td> <td style="padding: 2px;">Raspy</td> </tr> <tr> <td style="padding: 2px;">Rapid</td> <td style="padding: 2px;">Deep</td> </tr> <tr> <td style="padding: 2px;">Soft</td> <td style="padding: 2px;">Ragged</td> </tr> <tr> <td style="padding: 2px;">Loud</td> <td style="padding: 2px;">Clearing throat</td> </tr> <tr> <td style="padding: 2px;">Laughter</td> <td style="padding: 2px;">Deep breathing</td> </tr> <tr> <td style="padding: 2px;">Crying</td> <td style="padding: 2px;">Cracking voice</td> </tr> <tr> <td style="padding: 2px;">Normal</td> <td style="padding: 2px;">Disguised</td> </tr> <tr> <td style="padding: 2px;">Distinct</td> <td style="padding: 2px;">Accent</td> </tr> <tr> <td style="padding: 2px;">Slurred</td> <td style="padding: 2px;">Familiar</td> </tr> </table> <p>If voice is familiar, who did it sound like?</p> <p>_____</p> <p><b>BACKGROUND NOISES:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Street noise</td> <td style="padding: 2px;">Factory machinery</td> </tr> <tr> <td style="padding: 2px;">Café/bar</td> <td style="padding: 2px;">Animal noises</td> </tr> <tr> <td style="padding: 2px;">Voices</td> <td style="padding: 2px;">Clear</td> </tr> <tr> <td style="padding: 2px;">PA system</td> <td style="padding: 2px;">Static</td> </tr> <tr> <td style="padding: 2px;">Music</td> <td style="padding: 2px;">Local</td> </tr> <tr> <td style="padding: 2px;">House noises</td> <td style="padding: 2px;">Long distance</td> </tr> <tr> <td style="padding: 2px;">Booth</td> <td style="padding: 2px;">Motor</td> </tr> <tr> <td style="padding: 2px;">Office Machinery</td> <td></td> </tr> <tr> <td style="padding: 2px;">Other:</td> <td></td> </tr> </table> <p><b>THREAT LANGUAGE:</b></p> <p>Well spoken (educated)</p> <p>Incoherent</p> <p>Taped</p> <p>Foul</p> <p>Message read by threat maker</p> <p>Irrational</p> <p>REMARKS: _____</p> <p>_____</p> <p><b>REPORT CALL IMMEDIATELY TO:</b></p> <p><u>Emergency Responders</u> _____</p> <p>PHONE #: <b>911</b> _____</p>	Calm	Nasal	Angry	Stutter	Excited	Lisp	Slow	Raspy	Rapid	Deep	Soft	Ragged	Loud	Clearing throat	Laughter	Deep breathing	Crying	Cracking voice	Normal	Disguised	Distinct	Accent	Slurred	Familiar	Street noise	Factory machinery	Café/bar	Animal noises	Voices	Clear	PA system	Static	Music	Local	House noises	Long distance	Booth	Motor	Office Machinery		Other:	
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## BIOHAZARDS

College precautions will be observed by all College employees to prevent contact with blood and other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious. The underlying concept of universal precaution is that all body fluids are considered to be infectious.

- Latex glove use is required for any contact with people or contaminated articles in which direct exposure to blood or other body substances may be anticipated. Gloves must be removed immediately or as soon as feasible after contact and followed by a 10 second hand wash. Gloves are located in all first aid kits.
- Blood and body substance spills are to be promptly cleaned up by gloved personnel using a bleach solution. Contact the maintenance staff for assistance.
- Equipment contaminated with blood or other potentially infectious substances requires cleaning and decontamination with a bleach solution immediately or as soon as feasibly possible.
- Call maintenance staff to dispose of bloody gauze, gloves, and clean-up materials in a plastic bag, and tie the bag securely. Dispose directly into the dumpster.
- Sharp items should be considered as potentially infected and be handled with extraordinary care to prevent injuries.
- Call the maintenance staff for removal and disposal of any "sharp container." Hypodermic needles should be handled carefully with tongs and gloved hands. The maintenance staff will wrap needle(s) in a towel and place the needle in a tin can.
- An Incident Report Form should be completed.

## BIOLOGICAL THREATS/ BIOTERRORISM

A bioterrorism attack is the deliberate release of viruses, bacteria, or other germs (agents) used to cause illness or death. Biological agents can be spread through the air, through water, or in food. Some bioterrorism agents, like the smallpox virus, can be spread from person to person and some, like anthrax, cannot.

1. In the event of a biological threat please contact an EMT member immediately.
2. Evacuate the building, using building emergency evacuation procedures.
3. Notify building security at 886-1401; they will contact facilities management personnel to shut down the ventilation system.

## ANTHRAX

Anthrax is a spore-forming bacterium in powder, liquid, or paste form. It can infect humans by inhalation, swallowing, or contact with the skin. It can be treated with antibiotics, and cannot be spread from one person to another.

Anthrax threats can come in the form of a phone call or a letter. If you receive a phone call threatening anthrax, refer to the bomb threat checklist. Get as much information from the caller as possible, and relay that information to the police.

If you receive a threat by mail or a suspicious envelope:

- Do not panic.
- Many are empty letters, some contain a powdery substance.
- Do not shake or empty the contents of any suspicious envelope or package. Do not try to clean up any spilled powder or fluid.
- Place the envelope in a plastic bag or other container to prevent the contents from leaking out. If you cannot find a container, cover the envelope or package with clothing, paper, or a trash can and DO NOT remove cover.
- Leave the room and close the door or section off the area. Keep other people from entering the room.
- Wash your hands with soap and hot water to prevent spreading any powder to your face.
- If the powder spills onto your skin or clothing, remove the contaminated clothing as soon as possible and put it into a plastic bag. Take a shower with soap and hot water, but do not use bleach or other disinfectant on your skin.
- Call 911 and let them know what happened and who might have been affected.

How to identify a suspicious package:

- Excessive postage
- Title, but no name
- Misspelling of common words
- Handwritten or poorly typed addresses
- Labeling such as "ANTHRAX"
- Marked with restrictive labels, such as "personal" or "confidential"
- Incorrect titles for people who work there
- Strange odor
- Excessive weight
- Protruding wires
- No return address
- A return address which does not match the postmark
- Oily stains or discoloration

## **CRIMES AGAINST A PERSON**

### **CRISIS: A SEXUAL ASSAULT OCCURS ON CAMPUS:**

- If the assault is witnessed, do not attempt to interfere or apprehend the assailant. Call 911 immediately.
- The person assaulted or anyone who knows of the incident should contact Dean of Students or Security. 911 should be contacted immediately.
- Dean of Students will gather information, complete the Incident Report Form, and will file internal reports.
- Campus authorities can assist a student in reporting violations at a student's request
- If the alleged perpetrator is a student, the Dean of Students will then investigate and handle disciplinary action.
- The President will be available to assist and refer those who are in need to counseling, emotional support and referral to local hospitals, crisis programs, and sexual assault programs.
- Depending on the nature and the circumstances of the incident, the Dean of Students, with input from the Executive Committee may prepare a statement.

### **LONG TERM/PREVENTATIVE:**

- Ongoing training on sexual assault awareness and prevention and procedures for staff, faculty, residence staff, and students.
- Awareness/educational programs to promote awareness and prevention of rape and other sexual offenses.

## **MANAGING MEDIA COMMUNICATION**

### Handling Calls from Reporters

It is critical for the AiTN to have the most accurate and reliable source of information possible in times of crisis. Spokespeople must be available, and AiTN must be seen as cooperative and working actively to manage the crisis.

However, it is equally essential that AiTN communicate to the media with one voice. For this reason, all requests for information from reporters must be channeled through the President.

The following is the appropriate way for employees to respond to requests for information:

“In order to be sure you have the most complete and up-to-date information possible, we are routing all requests for public information through our President. If you leave your name and phone number and the information you need and someone will call you as soon as possible.”

The employee should then contact the President immediately. If she cannot be reached, the employee should contact either the Dean of Academic Affairs or Dean of Students.

### **EMAIL COMMUNICATION**

Please be aware that your employee email account is intended for business purposes only. Always keep in mind that your e-mail account can be admissible information and you should communicate in a professional and responsible manner.

## MISSING PERSONS IN COLLEGE SPONSORED HOUSING

Any student believed to be missing from College Sponsored Housing unexpectedly for 24 hours shall be immediately reported to the Dean of Students. It is the policy of Art Institute of Tennessee – Nashville that the Dean of Students will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The Dean of Students will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

The Dean of Students will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at the AiTN can identify, through the registration process to designate a person or persons that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with the Dean of Students. Note that this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Should the Dean of Students not be able to locate a person reported missing within twenty-four (24) hours of the report, the Dean of Students would then notify your designated 'missing person' emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the Dean of Students will immediately notify local law enforcement agencies within this 24 hour window, as well as any other agencies where the missing student may be.

## **INCIDENTS INVOLVING SUBSTANCE ABUSE**

### **CRISIS: A PERSON IS ACTING DRUNK, HIGH, OR IMPAIRED WHILE ON COLLEGE PROPERTY OR AT A COLLEGE SPONSORED EVENT**

- In all cases an assumption should not be made about the reason for the condition. The person in authority observing the situation needs to gather as much information as possible and should address any concern about observable behavior.
- If the nature of the impairment is unknown, the Dean of Students should be contacted to determine the problem and to ensure the individual's well being.
- Someone impaired or acting under the influence of substances should not be permitted to stay in the building. He/she should be asked to leave by the department chair, Dean of Students or other member of the Executive Committee. If the individual is, cooperative but appears potentially dangerous to him/herself or others due to the impairment, contact the Dean of Students. The Dean of Students will call someone (family, roommate, friend, etc.) to escort the individual home or call a taxi, if no one is available. If the individual is uncooperative, contact the police.
- The witnessing staff or faculty member will complete the Incident Report Form in as much detail as possible and submit copies to his/her department chair and to the Dean of Students. The Department chair and Dean of Students will determine whom else needs to be involved to handle the problem based on the nature of the situation.
- The Dean of Students will take disciplinary action if the incident involves a student. If an employee, the appropriate department manager or supervisor will take action.

### **LONG TERM/PREVENTATIVE**

- Ongoing training for staff, faculty, resident life staff and students is available. College's policies on a Drug-Free Environment and how to handle situations, consequences or infractions is available.
- Ongoing awareness programs are available about substance abuse issues particular to College students.

## **DEATH**

### **EMPLOYEE**

- Person aware of employee's death immediately notifies the Executive Committee member or the immediate supervisor of the deceased.
- Department Supervisor notifies the corresponding Executive Committee member.
- The Executive Committee member notifies the Director of Human Resources and the President.
- The President, in conjunction with the Director of Human Resources, immediately prepares a memo to faculty and staff regarding the employee's death. In some instances, the memo may also be distributed to the other Ai's. Depending upon the circumstances a public statement may also be prepared.
- If the deceased was a faculty member, the Dean of Academic Affairs attends each of the classes taught to notify students of the instructor's death.
- The employee's department chair deactivates the voicemail and e-mail of the deceased.
- The department chair or the Director of Human Resources removes company property from the deceased employee's home.
- The Director of Human Resources notifies insurance plans, gathers information for the family of the deceased including life insurance, retirement plan beneficiary, and distribution process.
- The President's office sends flowers or "in lieu of" to the family.
- The employee's supervisor and Director of Human Resources determine the appropriateness of a campus memorial service.
- Counseling is made available for staff and students.
- If the death is sudden or the result of violence or suicide, group debriefings may be appropriate. Counseling will be made available to all.

### **STUDENT'S FAMILY MEMBER**

Per phone call: If a phone call with information about a family member's death or impending death is made to the College:

- Forward the call immediately to President. If the President is unavailable, forward the call to the Dean of Students.
- The President will get information about the family member from the caller.
- The President will contact the student immediately and assist him/her with calling the appropriate person to get the information privately.
- The President will provide emotional assistance to the student as needed. The President may also assist the student with arrangements for getting him/her home etc.
- The President will notify the EC and the student's department chair.

### **IN-PERSON NOTIFICATION: IF A FAMILY MEMBER COMES TO THE COLLEGE TO NOTIFY A STUDENT OF THE DEATH, OR IMPENDING DEATH, OF A FAMILY MEMBER**

- Contact President to meet with the family member.
- Arrange for the notification to occur in a private office.
- Notify the appropriate department chair of the situation.

## **IF THE STUDENT IS AN INTERNATIONAL STUDENT**

- If the student has an established relationship with the International Student Advisor, that person may be the one who notifies the student of the family member's death. If not, then it should be the Dean of Students or the President.
- The International Student Advisor will determine the financial impact on the student, if any, and inform the Dean of Students. The student may need assistance with food, lodging, tuition, etc. until the situation stabilizes.

## **DEATH OF A STUDENT**

- Verify that the deceased student has been properly identified.
- Verify notification of family. Initial notification should impart only the essential information, identifying the College administrator by name and title and telephone number for further contact, the cause of the student's death, and the locality of the deceased student. The family should be asked to begin making arrangements for someone to come to the campus. The administrator should make a second contact with the family in a short time to answer questions and learn of travel and other arrangements made by the family.
- Inform the President. If there is a student with an identical name, The College should ask the student to call his/her, family so they will not be alarmed by a news release. The President should handle all contact with the media.
- Notify the student's Department Director, faculty, Registrar, Student Financial Services, Accounting and Executive Committee.
- If the deceased is an international student, notify the International Student Advisor and follow the international student guidelines for notification and repatriation.
- Designate staff to oversee the collections and packing of all personal belongings including College projects. If necessary, the College should cover the cost of shipment of the personal belongings if taken from College premises or College-sponsored housing.
- Oversee the paperwork involved in notifying all campus officials who might send information to the student's home address officially withdrawing the deceased student from the institution, notifying the student's instructors, arranging for appropriate refund of tuition and fees, and drafting a letter of sympathy for the President to sign.
- Determine who will be responsible for serving as host to the family while on campus.
- Consider the appropriateness of a campus memorial service.
- Be prepared to explain to the family (a) any local or state ordinances involving autopsies, death certificates, bank accounts, or moving of the deceased, (b) institutional policies on tuition and refunds, (c) how memorial scholarships are established, (d) what costs College will cover, (e) institutional policy concerning posthumous degrees.
- Continue to target and monitor potential risk. Send copy of Incident Report Form to the insurance company.

For the off-campus resident student living with friends or parents, notification is generally handled by the family or the friends. It would remain the responsibility of the Dean of Students to ascertain that such notification has taken place. If it has not and an inquiry of emergency services personnel suggests it would be appropriate, the Dean of Students should notify the next of kin. The notification of on-campus offices for administrative purposes still rests with the Dean of Students. Depending on the proximity of the next of kin, it may be necessary to work through city police to contact the nearest police agency to the next of kin. Local police services can access the appropriate counseling services or clergy to support the next of kin.

## **DISPOSAL OF PERSONAL PROPERTY/LIVING QUARTERS**

When a person dies, survivors are not likely to be immediately concerned about the personal belongings and the living quarters of the deceased, but such matters should be given attention. The College should cooperate fully with the family in an efficient and timely manner about handling the personal property of the student.

If the student was a resident of College-sponsored housing, the Dean of Students' primary responsibility is to assure that the Housing Services Office is aware of the student's death. Furthermore, assuring that the deceased personal property is stored and safeguarded until such a time when the family can claim it. For example, if the family is unable to come to the campus to claim the property or if College pending investigation of unusual circumstances must hold the property, The College may pay the shipping costs for the property with the approval of the President. The Housing Services Office should establish whatever claims the College may have on the property in the living quarters or determine whatever housing obligations the student might have to the College.

If the student does not live in College-sponsored housing, the College may be less involved. Generally family and/or individuals with whom the student is living take care of the off-campus resident's personal property. The obligation of College to the family may consist of providing addresses and information.

## **FOLLOW-UP**

For a reasonable period after the student's death, the Dean of Students should follow-up with the College offices originally notified. The purpose of the follow-up is to ascertain that the student's permanent file contains notation of the student's death, that the student will not receive mail, notifications, and billings that are no longer appropriate.

## **FALL OF FOREIGN GOVERNMENT/WAR**

**CRISIS: FOREIGN GOVERNMENTS WHICH DECLARE WAR AGAINST OTHER COUNTRIES, WHICH ARE INVADED BY AN AGGRESSOR COUNTRY, OR WHICH ARE OVERTHROWN BY THEIR OWN PEOPLE CREATE DIFFICULT SITUATIONS FOR THEIR CITIZENS WHO ARE TEMPORARILY STUDYING ABROAD.**

- The International Student Advisor will contact the student's Consulate and the US Immigration and Naturalization Service to determine student options for returning home or remaining in the United States.
- The International Student Advisor will contact students who are directly affected by this event to ask about their concerns, to answer questions, and to determine if they are safe (i.e., if others are others directing negative comments at these students).
- The International Student Advisor will find out the financial impact on student, if any, and notify the Dean of Students. Student may need assistance (food, lodging, tuition, etc.) until the situation stabilizes. The Dean of Students will work with the Executive Committee to determine the level of support and assistance.
- The International Student Advisor may set meetings with students to review what is happening and how they are impacted, and will relay this information to the Dean of Students and the President.
- The International Student Advisor will inform the President of students attending AiTN from the affected countries in case the media contacts the College or College officials.

## **ELEVATOR BREAKDOWN**

### **CRISIS: THE ELEVATOR HAS STOPPED OPERATING AND PEOPLE ARE TRAPPED INSIDE**

The five elevators in the building are professionally maintained and regularly inspected; however, malfunctions can occur. In case of an elevator entrapment:

- Remain calm.
- Do not attempt to force the elevator doors open or attempt to crawl out of the elevator.
- Use the emergency button to communicate with the security desk. Security will immediately contact the elevator company and request immediate service.

Every effort will be made to communicate to the occupants of the elevator the status of the response effort. Immediately after an elevator malfunction, appropriate personnel will conduct a thorough investigation into the cause of the malfunction and make any repairs that may be needed prior to reactivating the elevator.

If you are trapped in an elevator during a power failure, do not panic. Wait for assistance -- your elevator will cease operation, but will not fail. Use the elevator telephone to contact the security desk for information and to notify them of your location.

- If fatalities are involved, the president will instruct staff, faculty, and students not to speak with any media representatives. Refer to procedures related to the death of a student or employee. When injuries occur, the director of student affairs will help facilitate communication with the family.
- The president will prepare a statement for public and internal AiTN communication.

## **COLLEGE CLOSING**

### **CRISIS: EXTREME INCLEMENT WEATHER CONDITIONS, LOSS OF WATER OR ELECTRICITY FOR AN EXTENDED TIME, OR GAS LINE BREAK**

The decision to close the College is made by the President in consultation with the Group Vice President. The Dean of Academic Affairs and the Dean of Students (as first alternates) and in either one of their absences, followed by any two members of the Executive Committee.

## COMPLAINT PROCEDURE

If a student has a complaint or concern regarding any aspect of AiTN, the student should first see his/her department chair or appropriate faculty member. If the issue is education related, and the issue has not been resolved in a satisfactory manner, the student is directed to contact the Dean of Academic Affairs.

If the student has a financial issue, he/she is to contact the accounting supervisor. If a satisfactory solution to the problem is not obtained, the student should then contact the Director of Administrative and Financial Services.

Complaints concerning housing, student conduct, or any other student related complaint are forwarded to the Dean of Student Affairs.

Job related concerns, part-time, free-lance and full-time, should be directed to the Director of Career Services.

If the concern or complaint is still not adequately resolved, the student may prepare a detailed written statement about the complaint or concern, all relevant issues that would be helpful in best presenting this concern (including names and titles of individuals involved, if any), and send or give the statement to the President of the College.

# **REVIEW AND TESTING OF THE DISASTER RECOVERY PLAN**

## **REVIEWING THE DISASTER RECOVERY PLAN**

The Executive Committee will review the disaster recovery plan at a minimum of once per year or whenever a major change is made to the physical plant operations and systems' infrastructure or core business applications. The review will have to ensure that the plan is updated to cover the college current system's environment and contact list. The President and the Dean of Students are responsible for ensuring the disaster recovery plan remains current.

## **TESTING THE DISASTER RECOVERY PLAN**

Documentation and periodic reviews of the disaster recovery plan are reassuring. However, proof and confidence that the plan will work only result from completion of periodic testing of the procedures in the plan.

### **TESTS OF THE PLAN DETERMINE:**

The readiness of the college physical plant operations to recover as planned.

Whether tasks, and procedures are adequate to support recovery and the resumption of critical plant operations.

The state of readiness of the college data processing resources to recover as planned.

Whether backed-up media, applications and documentation stored off-site are adequate to support the recovery of critical functions within their recovery time objectives.

Whether disaster recovery procedure and plans when maintained and updated reflect the actual needs of college.

A disaster recovery test should include:

Complete shut down of all physical plant operations and recovery soon after.

The operating network brought to live status on the alternate computer processor(s).

Confirmation of the ability to access student applications with only media items that were stored offsite required for test.

Live tests only conducted on a weekend to provide minimum disruption to customer operations.

## **DISASTER RECOVERY PLAN COPIES**

Current copies are located at the corporate headquarters in Pittsburgh, PA, with the following Art Institute of Tennessee – Nashville personnel:

Executive Committee  
Key Management Team

Communication

Communication is essential in the event of a disaster. Upon first indications of an approaching disaster, the operations staff on duty will communicate via telephone with the Executive Committee.

If no telephone connections exist, the Executive Committee will meet at a designated location. If not all members are available, at least two should communicate.

The Executive Committee members will assess the situation and decide if a change in processing locations is needed. The decision to change locations is executed only in the severest of conditions.

The Executive Committee will determine how long students will be without service.



DOCUMENTATION MEMO

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

STUDENT(S)'S NAME: \_\_\_\_\_

NATURE OF THE SITUATION:

WHO? \_\_\_\_\_

WHEN? \_\_\_\_\_

WHAT? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WITNESSES? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESOLUTION (OR ACTION TAKEN):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INITIALS: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_

**Incident / Crime Report Form (Please Print Legibly)**

Today's Date \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_  am  pm

Nature of Incident: (CHECK ONE)

Criminal  Medical  AiTN Regulation Other (Specify) \_\_\_\_\_

**Person Involved: (Use reverse side if necessary)**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Status (Check one)  Faculty/Staff  Student  Other \_\_\_\_\_

Vehicle (if involved) Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

**Second Person Involved: (Use reverse side if necessary)**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Status (Check one)  Faculty/Staff  Student  Other \_\_\_\_\_

Vehicle (if involved) Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

**Witness Information: (Use reverse side if necessary)**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Status:  Faculty/Staff  Student  Other \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_

Did anyone require medical care?  yes  no If yes, specify \_\_\_\_\_

Name of EMT answering call \_\_\_\_\_

Transferred to (hospital) \_\_\_\_\_

If transported to medical facility by means other than EMT, please specify: \_\_\_\_\_

**Description of Incident: (Use reverse side if necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Report Submitted By: (OPTIONAL)**

Name: \_\_\_\_\_ Police Report Filed (Report number): \_\_\_\_\_

Phone: \_\_\_\_\_ Police Officer ID: \_\_\_\_\_

Address: \_\_\_\_\_ AiJX Security Officer: \_\_\_\_\_

Student  Staff  Security  Other \_\_\_\_\_

**Submit original to Dean of Student Affairs, within 48 hours in a sealed envelope.**

**Additional Information**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Sex \_\_\_\_\_  
Age \_\_\_\_\_  
Status (Check one):  Faculty/Staff  Student  Other \_\_\_\_\_  
How was this person involved:  
\_\_\_\_\_  
\_\_\_\_\_

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Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Sex \_\_\_\_\_  
Age \_\_\_\_\_  
Status (Check one):  Faculty/Staff  Student  Other \_\_\_\_\_  
How was this person involved:  
\_\_\_\_\_  
\_\_\_\_\_

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Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Sex \_\_\_\_\_  
Age \_\_\_\_\_  
Status (Check one):  Faculty/Staff  Student  Other \_\_\_\_\_  
How was this person involved:  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Incident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Administrative Use Only (Check all that apply)**

Injury Occurring on AiTN Property  Hate Crime  Burglary  Theft  Manslaughter  Robbery  Murder  Arson  
 Motor Vehicle Theft  Sexual Offense (Forcible)  Sexual Offense (Non-Forcible)  Aggravated Assault  Drug  
Violation  Liquor Violation  Weapons Violation  Other \_\_\_\_\_