

APSU Building Coordinator Manual

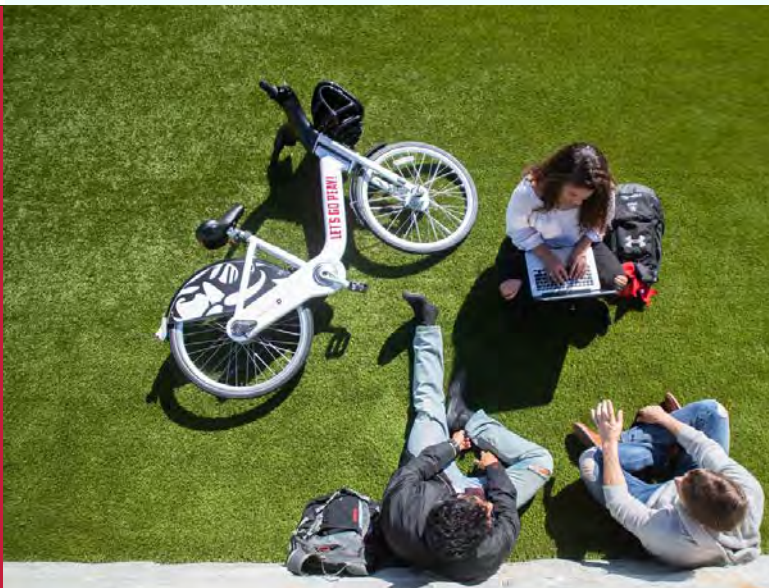
2023

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Austin Peay State University building coordinators serve a critical function during building related emergencies and after-hours issues.

Thank you

Thank you for serving as an Austin Peay State University Building Coordinator. This role is vital in helping us meet your building and safety needs. The Building Coordinator Program was designed to facilitate communications, and represent user needs within university buildings. You are the point of contact for custodial and maintenance services, energy management, heating and cooling, fire and environmental safety, building security, construction planning and project management activities within your facility. Within the Finance & Admin Division, many of these services are provided directly by Physical Plant, University Design and Construction, and Public Safety. Building Coordinators and their alternates are supported by the Director of Emergency Management and the APSU Police and will be called upon to help assist in resolving building issues and after-hours building-related emergencies. As we all work together on behalf of the students, faculty and staff at Austin Peay, We look forward to your ideas and creative problem solving. Thank you for your commitment in this critical role.



APSU Police

The APSU Police department has 19 police officers, 5 security guards, 3 dispatchers and 3 command staff. They are on campus on duty 24/7 including holidays.

APSU PD can be reached by Phone, through the Alertus Desktop Panic Button, and the RAVE Guardian App.

Contact: **931-221-7786** OR **931-221-4848** for dispatch and immediate response.



Sammie Williams

Chief of Police



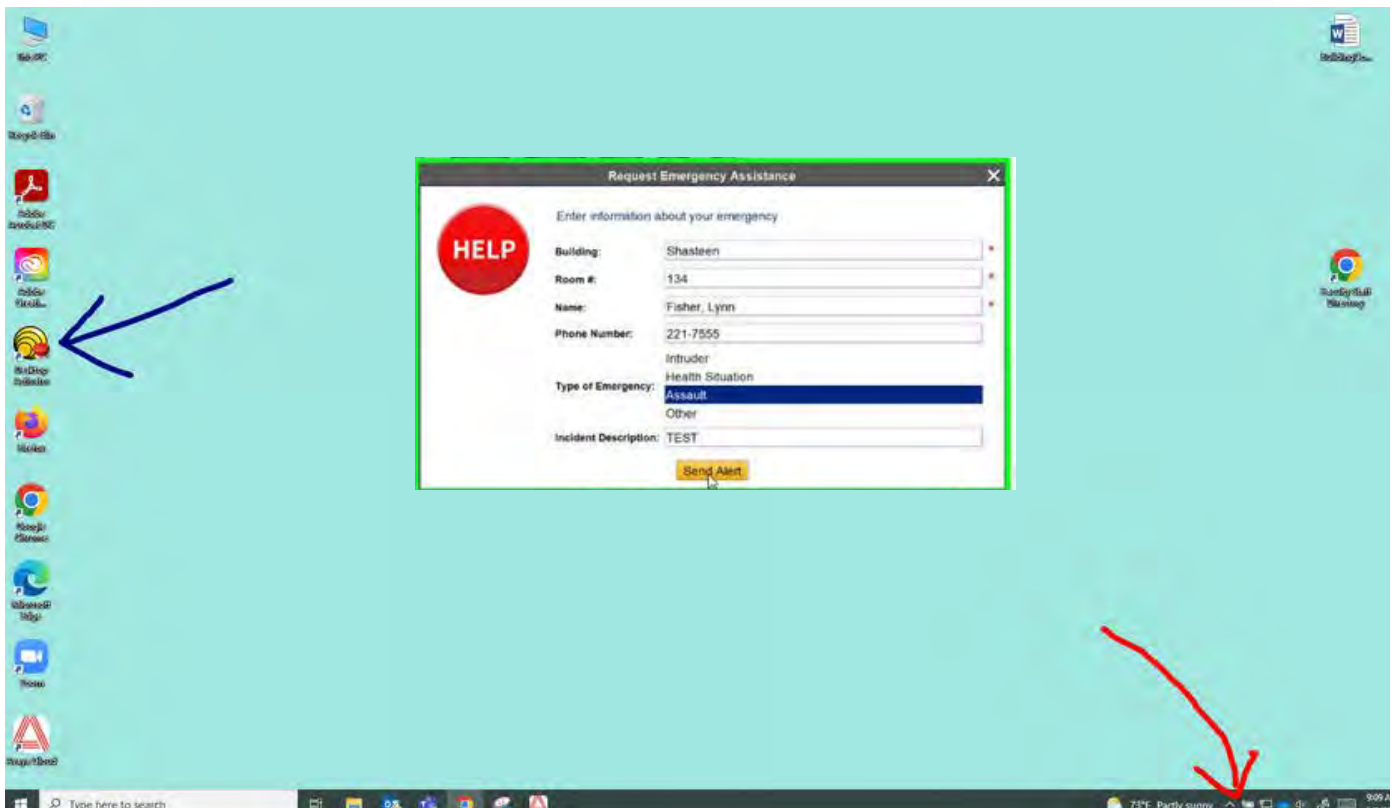
Kristie Winters

Assistant Chief of Police

Alertus Desktop

Every APSU issued computer has an emergency panic button. It may be located on the desktop (blue arrow below) or in the extra app tray (red arrow below). By clicking these icons you can silently notify APSU PD that you need their help and support. When you click the button another screen will pop up that will have your location information. Select the type of emergency and click send alert. An officer will be dispatched to your location immediately.

If your computer does not have these buttons, put in a ticket with Govs Tech ext. 4357



RAVE Guardian

Rave Guardian is a personal safety app that APSU provides to all students, faculty, and staff to download for free. The app provides a quick, convenient, and discreet way to communicate with APSU safety officials, enhancing your overall safety and allowing Austin Peay State Police Department to better protect you.

- Connect with APSU PD or 911 with just one click
- Get alerts for emergency situations happening on campus
- Access information you need to know like the emergency response plans for campus, class schedules and academic calendar, and the campus shuttle bus schedule

2 WAY COMMUNICATION

- Just Connect Me (general information)
- Possible Crime
- Harassment
- Disturbance
- Harm to a Person including mental health emergencies

NEVER WALK ALONE

- Ask friends and family to virtually walk with you as they track you on a map to your location. A safety timer is activated when you start your walk, if you do not check in, your location can be shared with APSU PD.

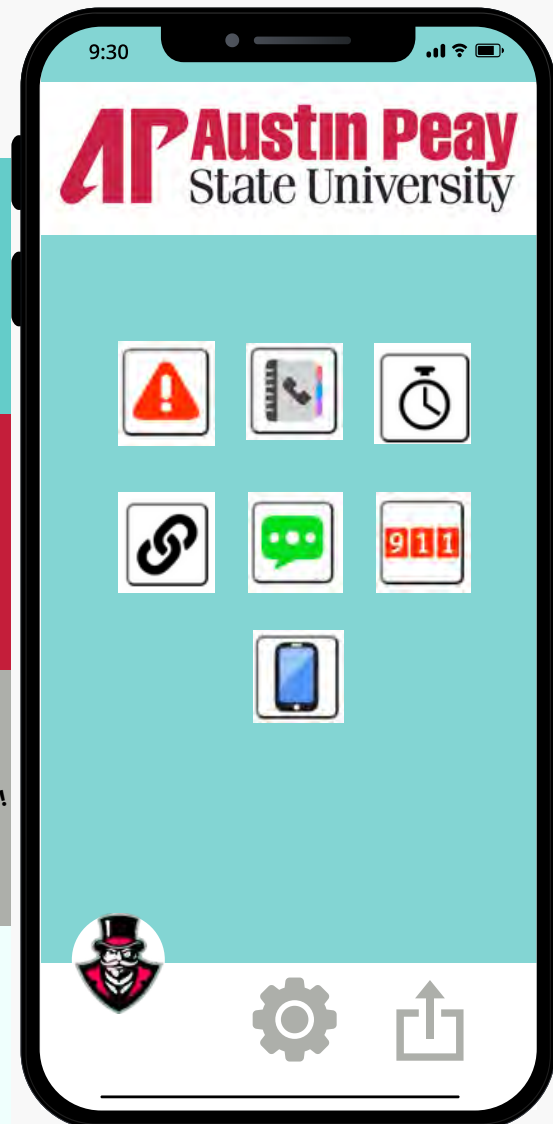
CALL DIRECTORY

- APSU Police Department
- APSU Counseling Services
- Student Health Services
- Disability Services
- APSU EAI/Title IX
- S.O.S. Food Pantry
- Office of Student Affairs

and lots more!

DOWNLOAD TODAY!

1. Download "Rave Guardian" from the Apple App Store or Google Play.
2. Enable location services and push notifications when prompted.
3. Sign up using your APSU email address.



Google Play



App Store

Emergency Preparedness

The Campus Emergency Action Plan can be found at www.APSU.edu/Emergency-Management. It illustrates actions to be taken in case of an emergency or disaster. Building Coordinators should be comfortable with the contents of the plan. The Director of Emergency Management is the point of contact for Building Coordinators during an emergency situation.

Any pertinent information about the building and/or occupants should be communicated to Emergency Management by calling 931-221-7555

Rally Points

Rally Points are predesignated locations on campus for occupants of each building to meet if there is an evacuation of the building.

Storm Shelters

Designated Tornado Shelters are located in the basements of Gove Terrace North and South and Eriksson Buildings. Doors will unlock from the outside when the Warning is issued.

For all other buildings go to the lowest floor, away from doors and windows. Do not leave until "all clear".

Floor Plans

Floor Plans and evacuation routes should be posted on each floor and by exits in each building. Emergency Management is in the process of updating this signage across campus.



Rally Points

Rally points are designated across campus as a check-in location after an emergency. Because we are a public space, it is difficult to determine exactly who is in each building at any given time. Rally points provide a space for building coordinators to identify who may be missing or any issues that may arise during an evacuation or immediately after a disaster. All building coordinators are entered into the RAVE Alert notification system specific to your building. It will tell you when to go to the Rally Point.

Building Coordinator responsibility:

- After a shelter-in-place is lifted, go to the Rally Point designated for your building.
- Take paper and pencil to take notes or record names or issues.
- Email outstanding concerns specifically for your building/people to kasitzm@apsu.edu.
- Stay put at the Rally Point until you receive a text through the RAVE Alert system that gives further instructions, or a full-campus "all-clear" is issued.

The following pages have the Rally Points for Clarksville Campus buildings. Please note that some buildings share locations. You may work together with other Building Coordinators to gather important information.

A note about Rally Point placement:

- Rally Points are generally located away from entrances and roadways/sidewalks that public safety vehicles would use.
- They are sometimes across a street from your building. Pay attention to response vehicles moving quickly through campus.
- If you have concerns about the location of your building's Rally Point, please reach out to Public Safety.



Main Campus Rally Points

Building	Rally Point away from the building
255 Marion Street Apartments	Greek Village Parking Lot
317 College Street (Honda)	Parking Lot East of building
325 Drane Street (International White House)	Govs Terrace SOUTH Parking Lot
510 College Street	Ard Parking Lot
505 York Street	Greek Village Parking Lot
529 N 2nd Street (Govs Tech)	GIS Center Parking Lot
601 N 2nd Street (GIS Center)	Govs Tech Parking Lot
804 Polk Street	Lot in front of Building 8
Ann Ross Bookstore	Lot behind building corner of 4th & Main
Ard	Lot 11 behind building
Art + Design	Quad
Baptist Collegiate Ministry	Resident Lot behind building
Baseball Fieldhouse	Steps from lower Dunn lot to upper Dunn lot
Browning	University Center or UC Plaza
Catherine Evans Harvill food court	AP Bowl
Claxton	Library Bowl
Clement	Quad
Community Engagement & Sustainability	Hand Village Plaza
Dunn Center	Dunn Bowl
Ellington	Govs Terrace Quad
Fortera Stadium	Summer Street between Jenkins Fieldhouse and Shasteen
Foy Fitness Center	Sidewalk by Fortera Stadium
Greek Village	Marion Street Apartments Lot or Commuter Lot corner of Robb & Forbes
Harned Hall	AP Bowl
Jenkins Building	Bookstore

Building	Rally Point away from the building
Jenkins Family Fieldhouse	Soccer field or Fortera Stadium
Kimbrough	Lot 45 (Marks parking lot)
Marks	Marks Bowl
Maynard	Lot 9 behind building corner of Ford & College
McCord	UC or bowl by Power Plant
McReynolds	Govs Terrace SOUTH Parking Lot
Memorial Health (Red Barn)	UC Plaza or Spirit Rock
Miller Hall	Govs NORTH parking lot
Morgan University Center	AP Bowl
Music/Mass Comm	Green area corner of 8th St. & Jackson Alley
Newton Military Family Resource Center	Bookstore or Johnny's lot
Pace Alumni Center	Parking Lot
Power Plant	Bowl by power plant
Sexton Hall (Child Learning Center)	South side of parking lot by Centerstone lot
Shasteen Building	Summer Street between Jenkins Fieldhouse and Shasteen
Sundquist Science Complex	Art + Design Quad
Technology Building	Lot 9 behind building corner of Ford & College
Trahern	Art + Design Quad
Warehouse Moore Alley	Southside of lot by Main St.
Woodward Library	Library Bowl
Wesley Foundation Building	Ard Parking Lot

Residence Halls Rally Points

Building	Rally Point away from the building
Blount Hall	UC Plaza
Castle Heights	Marion Street Apartments parking lot (across Marion from Castle North side)
Eriksson Hall	Ellington Lawn
Emerald Hills Apartments 1-6 and 13-15	Two Rivers parking lot
Emerald Hills Apartments 9-12	Outside green space across from building
Governors Terrace NORTH	Ellington Lawn
Governors Terrace SOUTH	Ellington Lawn
Hand Village	Baptist College Ministry parking lot
Harvill Hall	AP Bowl
Sevier Hall	UC Plaza
Meacham Apartments	Lot 77 across West Ave
Two Rivers Apartments	Gravel lot across Polk Street

Communicating with Occupants

- Building coordinators can easily send emails to all occupants within their building via their building distribution list within Outlook.
- Flyers on building entrances or lobby bulletin boards are also an effective way to communicate with occupants.

Alternates

Each building on APSU main campus has a coordinator and an alternate. This team should communicate with one another to ensure that someone is available at all times to address issues. Building Coordinators are welcome to delegate tasks to assistants or create small teams focused on building safety, or internal communication. However, the Building Coordinators on the list updated by APSU PD and Physical Plant are the emergency contacts for that building.

Managing Public Areas

Public areas include lobbies, bathrooms, elevators and hallways that are publicly accessible when the building is open. Building coordinators should ensure that events and displays in these areas are appropriate and do not impede or obstruct the normal functions and accessibility of the building. Damaged or broken furniture should be reported to Physical Plant for removal or repair. Posters or other visual signage that is offensive or outdated material should be removed from these areas, as well as overt advertisements for off-campus goods and services. Coordinators should use their best judgment to determine what is appropriate.

Govs Care is a grant funded social marketing program that aims to reduce interpersonal violence and promote healthy relationships. The bathroom poster campaign is designed by students and in most academic buildings, Library and the MUC. The material is closely monitored and refreshed every two weeks. For issues with content or more signage, please reach out directly to [Jo Baldwin](#) at ext. 6356

Lost & Found

Building coordinators should designate a person in their building responsible for handling lost and found items. When items are found, this designee should contact APSU Police to retrieve the items for safe-keeping. Anyone searching for an item should contact the APSU Police.

Physical Plant

The Physical Plant is a department in the Finance & Administration Division, headed by Executive Director Tom Hutchins. Jeffrey Wagner is the Director of Maintenance and Central Plant (all buildings) and Wes Powell is Director of Landscape and Grounds. Maurice Thompson oversees the warehouse at the Shasteen building. The folks you will most likely speak to are Michelle Turner (ext. 7424) and Tammy Sanchez (ext. 7425) who sit at the front desk in the Shasteen Building.



Michelle Turner

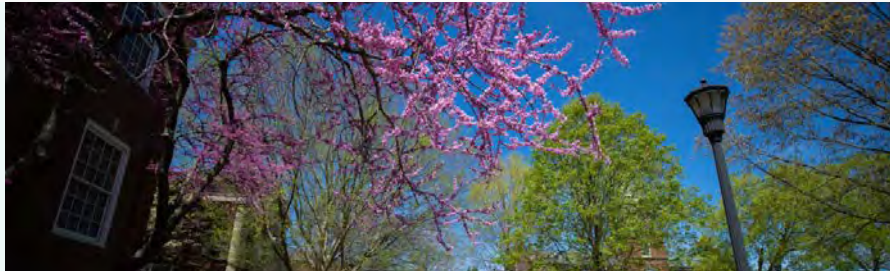
Emergency Work Orders

Monday-Friday, 7:30am - 4:30pm: 931-221-7424

After Business Hours and Weekends: 931-221-7786



Tammy Sanchez



Submitting Work Orders Through School Dude

- Access School Dude (work order software) through the Physical Plant website www.apsu.edu/physical_plant/
- Work orders for Carpentry, Custodial, Delivery, Electrical, General Maintenance, Painting, Pest Control, HVAC, Moving and **MANY MORE** are found on the School Dude software.
- For issues with account set up, contact Tammy (ext. 7425)
- For work order information or follow-up contact Michelle (ext. 7424)

Keys

Key Access Policy: Classrooms are locked at night after cleaning by the custodial staff. At the request of the faculty, the locks on the doors are designed to be locked from the inside by the instructor during classes if desired, to insure that classes are not interrupted. Because of this arrangement, classrooms may accidentally become locked between classes by someone pulling the door shut while no one is in the classroom to open it.

The Austin Peay Police Department has master keys to buildings.

University policy states that all spaces on campus must be accessible through the use of a University master key. **Non-college locks are NOT allowed.**

Please be aware that additional keys can be made at no charge for classrooms, offices, bathrooms, labs, etc; however, there is a \$10.00 charge for the replacement of lost keys. If door lock changes are required, there is a \$36.00 charge per door for this service.

Key Request: Key Requests are submitted online through the Key Shop. Search the A-Z index for the link. Vice Presidents will approve Master keys.

Surplus Inventory

Surplus Pickup: A work order request must be submitted in order for the moving crew to pick up surplus furniture for delivery to the Warehouse. Contact Office of Information Technology at 931-221-7588 when it pertains to computer equipment. Pickup of these items is coordinated through them.

Surplus Merchandise: Surplus merchandise can be selected and picked up by appointment between 8:00 am-3:30 pm, Monday-Friday, except on Holidays. Appointments can be made by contacting Tara Adams at ext. 7420 or by emailing her.



Deliveries

Chairs/Tables: If you are in need of extra tables/chairs in your own area for special events or meetings, etc., submit a Work Request for those items. In the Description area of the Work Request, include exactly what is needed, when it is needed and when it should be removed. This does not include anything that involves a room/area reservation coordinated through the University Center.

Large Packages Received in Shipping Area: When you are contacted that you have a large order in Shipping/Receiving, submit a Work Request for those items. Deliveries are made in the order the Work Requests are received.





Basic Maintenance Services

All requests requiring action by Physical Plant will be assigned work order numbers to allow future reference and follow-up. All requests will be acknowledged with an email upon assignment and completion.

The basic services provided by Physical Plant without charge or preconditions are to:

- Maintain, repair and operate all standard building heating and AC facilities.
- Maintain, repair and operate special service facilities that are integral components of the buildings such as swimming pool maintenance, lab hood ventilation, lighting equipment, compressed air and processed water systems.
- Paint all public space including classrooms, corridors, stairwells, toilet facilities, lecture halls.
- Provide custodial services for interior of buildings and includes custodial contract services. NOTE: This does NOT include dorm rooms.
- Paint offices - requests to paint offices are evaluated on a case by case basis.
- Removal of snow from the sidewalks and litter from the grounds and maintain landscaping.
- Pickup and discard unwanted furniture, equipment and debris.
- Schedule furniture and equipment relocation on campus during normal work hours.
- Provide and maintain public signs (e.g. building exit, lavatories, etc.).
- Install new window shades purchased by departments. NOTE: On request Physical Plant will measure windows before you place the order.
- Provide extermination services campus-wide under contract. Special requests will be honored and a service person will be available twice weekly to address specific problems.

Services NOT Provided By Physical Plant

- Providing storage facilities for idle furniture and equipment.
 - NOTE: Furniture and equipment sent to surplus will be reissued on a first-come-first serve basis, due to limited storage space.
- Purchasing of department furniture and equipment.
 - NOTE: This is the responsibility of each department.
- Installation or replacement of carpeting and/or flooring.
- On campus messenger service.
- Purchasing or repairing window shades.
 - NOTE: Measurement, purchase, and installation can be done without charge as long as funds are provided for the purchases.

- There may be a charge for assembling office furniture. Contact Tara Adams for more information.

- ****OUTSIDE VENDORS MAY BE CONTRACTED FOR SOME OF THESE SERVICES.**

Accidents or Injury

Accidents happen. If there is a life-threatening accident or injury in your building call 911 immediately. You may also contact APSU PD at 221-7786.

If an Austin Peay employee is injured while at work, there is a procedure for Workers' Compensation claims.

Supervisor

Report the Injury:

- If an injured employee is unable to report the injury, the injured employee's supervisor must immediately report the injury to 1-866-245-8588, * Option 1.
- If a work injury is life-threatening or results in serious bodily injury, it will also need to be reported to the Workers' Compensation Director in Environmental Health & Safety

Non-Life Threatening or Serious Bodily Injuries

Injured Employee

Report the injury

- Injured employees will report the injury to their supervisor and CorVel
 - 1-866-245-8588, Option 1 (a 24/7 Nurse Triage Line)
 - The triage nurse will discuss the appropriate level of treatment needed and direct the injured worker to the nearest State of TN authorized treating physician
 - If the injured employee agrees to self-care/1st Aid but later changes their mind, they must first call CorVel (1-866-245-8588 Option 1) to obtain authorization to treat
- **Do Not Seek Any Type of Treatment from a Physician Prior to Reporting the Injury to CorVel**



Accidents or Injury

Employee Injury without Medical Treatment

If the injured employee does not require medical treatment and requires 1st Aid only, the injury should still be reported to CorVel.

*The TN Division of Claims and Risk Management will assess a \$500 departmental penalty each time an injured worker seeks non-emergency medical treatment prior to reporting the injury to CorVel

NOTE: CorVel offers a PPO Lookup website to assist in locating the closest State of TN-authorized treating physician. This link will allow the injured worker to locate a physician or facility via zip code, city/state, and within a certain radius of their current location. This PPO Lookup website does not replace the requirement to call CorVel to report the injury. All injuries must be reported to CorVel to avoid the penalty.

For all accidents and injuries that involve employees please reach out to Environmental Health & Safety Director Carl Gerhold, 221-6103 for guidance.

Please refer to the Environmental Health & Safety website for information on:

- Workers Comp
- Report an Unsafe Condition
- Chemical Hygiene Plan
- Fire Extinguisher and AED information
- Indoor Air Quality
- Spills and Releases
- Safety Data Sheets
- and much more

[Click here for the EH&S website](#)



Helpful numbers



01 Govs Give Back Fund

The Govs Give Back Fund was established to help ensure APSU students, faculty & staff have access to the support and resources they need to successfully recover from unexpected financial crises. For more information, A-Z index: [S.O.S. Food Pantry](#)

02 Govs Print Printing & Design Services

The APSU printing services also offers a full design shop from department swag to letterheads and logos. For more information email: govs-print@apsu.edu

03 Campus Recycling

The Office of Sustainability helps APSU reclaim and recycle paper, cardboard, plastic and cans. For more information about pickup reach out to ext. 6642

04 3D printing

The APSU GIS Center can 3D print complex items or create specialized awards and swag for your department. Find out more at www.apsugis.org