

MARCH 2023

EMERGENCY ACTION PLAN

OFFICE OF EMERGENCY MANAGEMENT

AP Austin Peay
State University
CLARKSVILLE  TENNESSEE



Annual update 2023

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The Austin Peay State University Emergency Action Plan (EAP) is designed to provide basic information so that the reader can be better prepared in the event of an emergency or critical incident. The EAP is not designed to give definitive answers for every type of emergency. Each incident is unique and constantly evolving. Only those involved in the incident can make decisions that they believe are correct to ensure their own safety.

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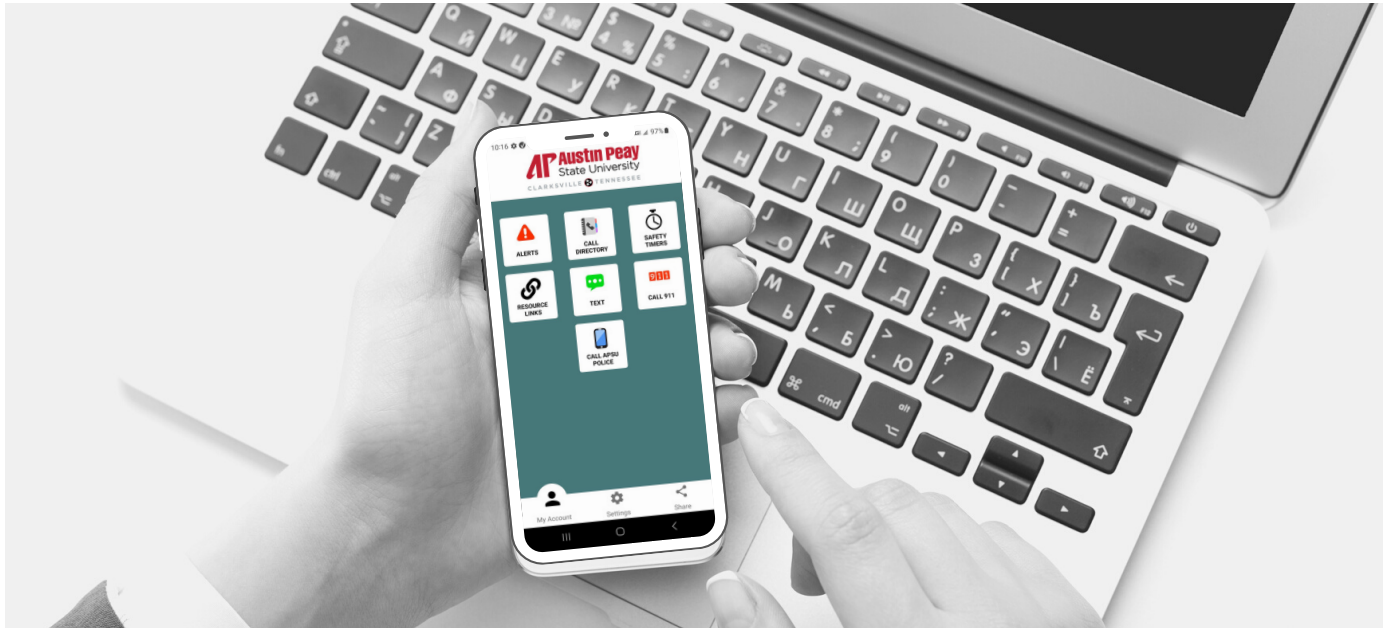
8. APSU POLICE, IMPORTANT NUMBERS & RALLY POINTS

Being prepared is the most important step one can take to minimize risks during an emergency. Advanced planning can save time when making decisions about what action to take during a critical incident. No document or person can provide concrete answers about a given situation. Individuals are responsible for their own safety and to prepare themselves for emergencies. The information provided in the Emergency Action Plan is designed to provide the resources for informed decision-making. We encourage you to familiarize yourself with the information contained within the EAP prior to an occurrence and to review the information on a regular basis.

EMERGENCY NOTIFICATION SYSTEMS

APSU Alert Notification System is made up of four systems; outdoor warning sirens, Rave Alert notifications, Rave Guardian app, and Alertus Desktop notifications. Other forms of communication that APSU may use to broadcast messages are:

- Twitter
- Facebook
- University website
- Local news outlets



RAVE ALERT NOTIFICATIONS

APSU utilizes an emergency notification system, RAVE Alert, to communicate official information during an emergency that threatens the health and safety of members of the campus community or disrupts normal campus operations.

All APSU students, staff, and faculty are registered for the RAVE Alert with their official university e-mail address. We encourage students, staff, and faculty to add their cell number to their APSU Alert accounts. Parents, media, visitors, and other interested parties may register for RAVE Alert on a voluntary self-subscription basis by texting APSU Govs to 67283.

RAVE Alert uses the following methods to send immediate notifications:

- Text Messages—sent to phone numbers that have been entered by the individual user.
- Email—to all apsu.edu email addresses.

We encourage you to edit your RAVE Alert account to include multiple forms of notification as just one part of your personal emergency action plan. For more information on emergency planning at APSU and ideas for personal preparedness.


To sign up for Rave Mobile <https://www.getrave.com/login/apsu>

OUTDOOR WARNING SYSTEM


- Three sirens are located on campus and have a half mile audible alarm.
- Outdoor warnings are for individuals outdoors only, they are not designed to be heard inside of buildings.
- APSU sirens are located:
 - The roof of the Morgan University Center (MUC)
 - Henry street eastside of the stadium
 - Emerald Hills
- If the National Weather Service (NWS) issues a Severe Thunderstorm Warning or a Tornado Warning, you will hear a ten-second tone with the spoken text of the alert. The alert will then repeat. When the threat is over, there may be an "All Clear" tone and spoken text. If conditions persist there may not be an "All Clear" siren, as to not confuse people if there is another storm in the area.
- Sirens are tested silently once a week.
- Audible tests of the system happen the third Wednesday of every month at 11:20 a.m.

ALERTUS DESKTOP NOTIFICATIONS

Alertus can perform University-wide alerts from APSU Public Safety. If an alert is issued it will take over every University owned computer with important information. This system is tested on the third Wednesday of every month.



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EMERGENCY ALERT SYSTEM

ALERT!

This is a TEST of the Alertus Emergency Notification system. NO ACTION IS NEEDED. In a real emergency, this message will contain important alert information.

Message Issued: 08/08/2022 12:20:47 CDT

Acknowledge

ALERTUS DESKTOP PANIC BUTTON

In addition to notification, every APSU-owned and maintained computer on the secure network has the Desktop Activator button to silently alert APSU PD of any incident in progress. PD will immediately dispatch an Officer to your location. Your computer must be "hardwired" to the network. The alert will not give your exact location if you are on the wireless system.

RAVE GUARDIAN APP



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

Main Features of the Rave Guardian App:

• Virtual campus safety escorts: The “Safety Timers” feature allows anyone walking on campus to invite a virtual guardian from their contacts to view their location while they walk. If their safety timer runs out without the user of the application disabling it, APSU police will be contacted and sent to their last recorded location.

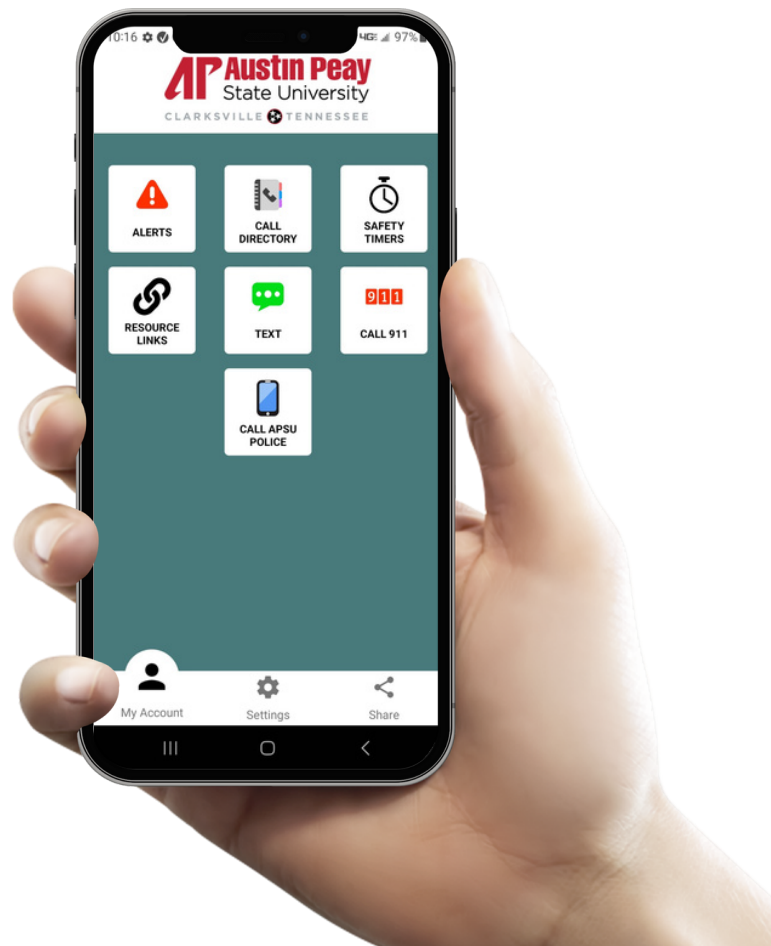
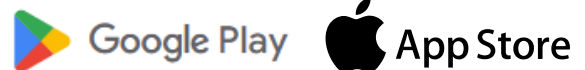
- Direct contact with campus police and 911: The call directory and 911 features allow users to make emergency calls directly from the app.
- Location-based safety alerts: The Rave Guardian App will send out safety notifications or emergency alerts to anyone on or near campus.
- Campus safety directories: The directory includes several safety resources, including the APSU police as well as Poison Control.
- Anonymous reporting of campus activity: The text feature in the app allows students to directly report to campus safety officials and chat with them in real time, with the option of anonymity available as well.

DOWNLOAD RAVE GUARDIAN APP

Download “Rave Guardian” from the Apple App Store or Google Play.

- Enable location services and push notifications when prompted.
- **Sign up using your APSU email address.**
- Once logged in, add your photo, emergency contacts, and vehicle information to allow the application to better serve you.

<https://www.apsu.edu/emergency-management/emergency-notifications/rave-guardian.php>



TORNADOES

Tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud with whirling winds that can reach 300 miles per hour. Damage can be more than one mile wide and 50 miles long. Every state is at some risk from this hazard.

Interesting facts about tornadoes:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction.
- Waterspouts are tornadoes that form over water.

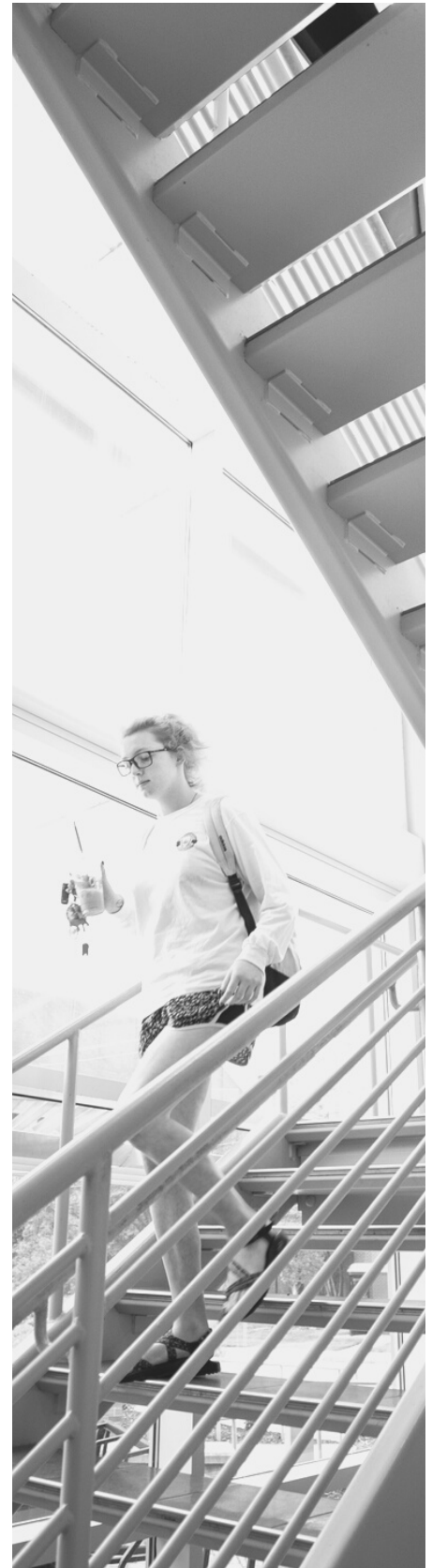
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Tornado WARNING: Campus Sirens will sound

- Take shelter immediately
- Go to the lowest floor of the building
- Under stairwells and in bathrooms
- Keep away from windows and doors with glass.
- Stay in place until "All Clear"

”

Click this link for up to date weather information in Middle Tennessee <https://www.weather.gov/ohx/>



STORM SHELTERS

Shelters are located in the basement of Govs Terrace North and South, and Eriksson Residence Halls. When the Tornado Warning siren sounds, the doors will automatically unlock and the elevators will go to the shelter. Everyone is welcome in the shelter. Exterior doors are marked with Tornado Shelter signage. Each shelter is equipped with restrooms and emergency lighting.



WHAT DO YOU DO IF...?

If you are in:	Then:
a vehicle, trailer, or mobile home	Get out immediately and to to the lowest floor of a sturdy building. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from windows, doors, and outside walls. Put as many walls as possible between you and the outside.
Outside with no shelter	Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

SEVERE THUNDERSTORM

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***Thunderstorm WARNING:
Campus Sirens will sound***

Take shelter indoors
immediately

”

POWER OUTAGE

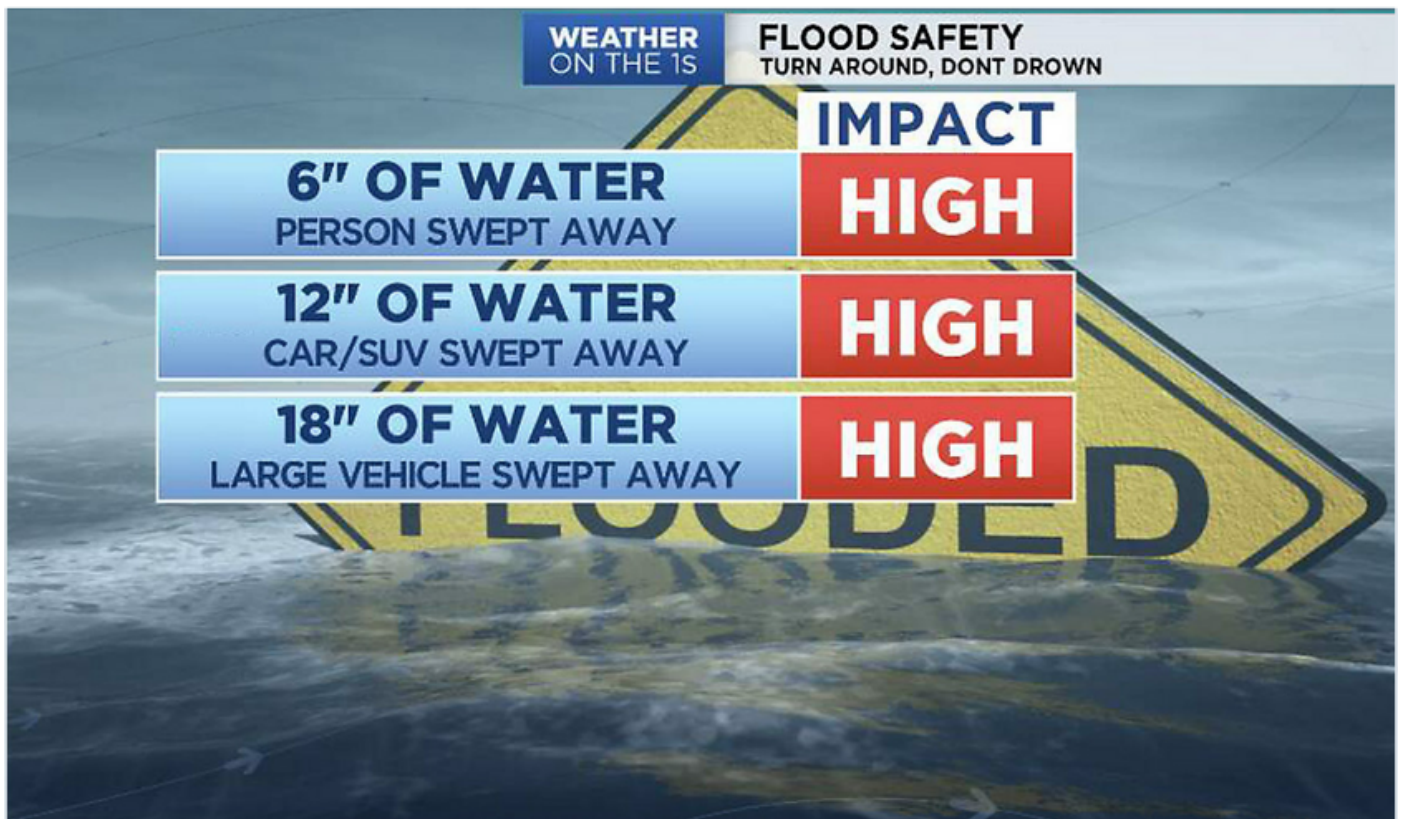
Some buildings on campus have emergency generators. All buildings have emergency lighting for at least 90 minutes. To report a power outage on campus, call the Physical Plant at 931-221-7465 <https://www.apsu.edu/physical-plant/>

- Turn off or disconnect any appliances, equipment or electronics you were using when the power went out. When power comes back on, it may come back with momentary "surges" that can damage equipment such as computers.
- Leave one light turned on so you will know when your power returns.
- Leave the doors of your refrigerator and freezer closed to keep your food as fresh as possible.
- Use the phone for emergencies only. Listening to a portable radio can provide the latest information.
- Eliminate unnecessary travel, especially by car. Traffic signals may stop working during an outage, creating traffic congestion.



FLOODING

The only flood prone area on campus is South Drane St.



AFTER THE STORM PASSES

BE AWARE OF FALLEN TREES AND POWER LINES

Never approach a downed wire. Call the power company to report. Do not cut trees leaning on power lines.

THROW AWAY FOOD IF POWER OUT LONGER THAN 4 HOURS

Refrigerated medications may also have to be tossed. Consult your doctor.

USE A PORTABLE GENERATOR ONLY IN AN OPEN AREA

Fumes from the generator can be deadly. Never operate a generator in an enclosed space. Always position the generator away from open windows or doors.

ACTIVE SHOOTER

Call **911**, campus Police at **931-221-7786**, or text silently with APSU PD through the Guardian App as soon as you are out of immediate danger.

Let the dispatcher know:

- Location of the shooter
- Description of the shooter
- Number of potential victims
- Describe the weapons if you can
- Even if you cannot speak, keep the line to 911 open

When Police arrive:

- Their job is to stop the shooting.
- Put down any items in your hands (backpacks, jackets).
- Keep your hands raised & visible at all times.
- Avoid quick movements towards officers.
- Avoid pointing, screaming or yelling.
- Do not stop a Police Officer to ask for help or direction when evacuating.



Run.

Have an escape route out of every building.

Leave your belongings.

*Call **911** or **Campus PD 931-221-7786** when you can.*

Hide.

Hide in the blind corners.

Block entry to your hiding place and lock doors.

Silence your cell phone if you can.

Take care of each other.

Fight.

Fight like your life depends on it.

Work together..



FIRE

When the building's smoke alarm sounds, **state law mandates that everyone must evacuate the building.**

- Close your door as you leave.
- Know at least two escape routes from wherever you are.
- If you see smoke or fire and the alarm is not sounding, activate the fire alarm as you exit.
- Go to the nearest exit.
- Do not use the elevator.
- Stay low to the ground if you see smoke.
- Once outside, stay outside.
- Do not re-enter the building until emergency responders have given the "all clear".
- If your clothing catches fire: **Stop. Drop** to your stomach. **Rock** until the flames are out.

FIRE EXTINGUISHER

You should only consider using a fire extinguisher if you have been trained on how to use one and only if you feel confident that you can use one safely.

A fire extinguisher can save lives and property by putting out a **small fire**. However, fire extinguishers have limitations. There is only about 30 seconds of fire suppressant in them. Be ready to evacuate when the tank is empty.

HAZARDOUS MATERIAL RELEASE OR SPILL

Hazardous materials are substances that are flammable, combustible, explosive, toxic, noxious, corrosive, oxidizing, irritant, or radioactive. A hazardous material release or spill can kill you or affect your health or property. An incident can result in the evacuation of a few people, a section of a facility, or an entire neighborhood.

To help protect yourself, you must identify and label all hazardous materials stored, handled, produced, and/or disposed of in your area. You must follow government regulations that apply to your facility. And, you must obtain and have access to Material Safety Data Sheets (MSDS) for all hazardous materials at your location.

If there is a release or spill,

- **Evacuate the area**
- **Secure the location**
- **Contact APSU Environmental Health and Safety at 931-221-6103 or 911.**



MEDICAL EMERGENCIES

During operational hours, APSU students are eligible for care at Boyd Health Services in the Ard Building, 931-221-7786, <https://www.apsu.edu/health-and-counseling/boyd-health-services/index.php>

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**Call 911 or
APSU PD @ 931-221-7786**

Tell the dispatcher:

- Your name and telephone number.
- Location (building and room number).
- What happened
- Where will someone meet the ambulance

”

APSU EMPLOYEES

Emergency treatment for job-related injury or medical illness can be obtained by calling 911 or APSU PD at 931-221-7786 or 931-221-4848.

An Employer's Report of Illness or Injury form must be completed for all incidents of job-related illness and injury. Please contact:

- Human Resources <https://www.apsu.edu/human-resources/index.php>
- Environmental Health and Safety <https://www.apsu.edu/health-safety/index.php> for forms and assistance.



PSYCHOLOGICAL CRISIS

If an unusual or potentially dangerous situation occurs, remember the following:

- Never try to handle a situation that you feel might be dangerous.
- Notify APSU Police at 931-221-7786 and clearly state that you need immediate assistance.
- Give your name, telephone number, location, and the nature of the problem.

WHO DO YOU CALL?

A psychological crisis exists when an individual is threatening harm to themselves or others, or is agitated and disruptive.	
Suicide Hotline	988 OR 1-800-SUICIDE (1-800-784-2433)
If the situation becomes violent or life threatening	Call 911 or APSU PD 931-221-7786
APSU Counseling Center (students)	931-221-6162
Employee Assistance Plan (employee)	800-308-4934 or 931-221-7177 (APSU HR)
Crisis Hotline	1-800-273-TALK (1-800-273-8255)
Community Crisis Hotline	1-800-928-8000
Rape Crisis Center	1-800-656-4673

SEASONAL OR PANDEMIC FLU

Seasonal influenza viruses are influenza A and B viruses that spread and cause illness in people during the time of year known as the “flu season.” Seasonal influenza viruses cause annual U.S. influenza epidemics during fall, winter, and spring, and circulate among people worldwide. A seasonal flu vaccine is strongly recommended for everyone. They can be obtained at a primary doctor’s office, drug store and the Boyd Health Services in the Ard Building. Call 931-221-7107 for an appointment.

In 2020 SARS-CoV-2, also referred to as COVID, was declared a global pandemic flu. Eighteen months into the pandemic more than 4.9 million people died worldwide, over 730,000 of those in the United States. To get the most recent COVID Vaccine, contact the Boyd Health Services for an appointment.

BOMB THREATS

If you receive the bomb threat, report the time and phone number or the way that the threat was received. In addition, report as much information as you can to the Police about the threat. Details help with investigations.



Call 911 immediately, if the caller is still on the phone, call 911 from another phone. Or call APSU PD at 931-221-7786
If You Receive a Verbal Bomb Threat:

Ask the caller:

- When will it explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb?
- Why?
- Where are you calling from?
- What is your name?
- What is your address?
- Make note of as many details about the conversation as you can.

SUSPICIOUS PACKAGES

STOP Do not handle, shake or bump the package

ISOLATE Shield yourself from the package. Do not open, touch, taste or smell the package.

CALL 911 or APSU PD at 931-221-7786

EVACUATE Leave immediately! Stay together in a safe place until Police give you the "all clear"

SUSPICIOUS MAIL OR PACKAGES
Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

Red flags include: Restrictive markings, No return address, Misspelled words, faintly typed or written, Unusual power of suspicious substance, Possibly mailed from a foreign country, Excessive postage, Excessive tape, Strange odor, Increased size or addressed to the only, Right or bulky, Loose or uneven, Irregular shape, City, state, abbreviation, organization or wrapper.

If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call 911
- Wash your hands with soap and water

APSU POLICE DEPARTMENT

The APSU Police Department has 15 Police Officers, 5 Security Guards, 3 Dispatchers, and 3 Command Staff. They are on campus on duty 24/7/365, including holidays. APSU PD can be reached by phone at **931-221-7786** or **931-221-4848**. You can also reach them using the Alertus Desktop Panic Button; they will dispatch an officer immediately to your location without contacting you. You can also text APSU PD through the RAVE Guardian app.



OTHER EMERGENCY NUMBERS

Clarksville Police Department	911 or 931-648-6011
Montgomery County Sheriff's Office	911 or 931-645-7456
Clarksville Fire Rescue	911 or 931-645-7456
Student Disability Resource Center	931-221-6230
Information Technology GOVS TECH	931-221-4357
Poison Control	1-800-222-1222
Suicide Hotline	988

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
Catherine Evans Harvill	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	Green area corner of 8th St. & Jackson Alley
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
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
Woodward Library	Library Bowl