

Campus Police and Safety Information

Information relative to the services provided by the Campus Police to include emergency preparedness and safety.

Provided by the office of
Campus Police and
Emergency
Preparedness

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REMEMBER: IF YOU SEE, HEAR, OR ARE INFORMED IN ANY MANNER OF A CRIME THAT IS, HAS, OR MAY OCCUR, ON OR OFF CAMPUS PLEASE CONTACT CAMPUS POLICE.

1.0 ABOUT CAMPUS POLICE

The Walters Sate Campus Police Department has offices located on each campus and are staffed with Peace Officer Standards and Training (POST) certified police officers. Campus police officers have full law enforcement authority on all campuses. Officers are responsible for providing professional police coverage to include, vehicle and foot patrol, answering calls for service, conducting safety checks, completing offense, incident, injury and automobile accident reports, and conducting investigations. Should you need campus police and/or safety services you may contact us at your respective campus as outlined below.

2.0 CAMPUS POLICE LOCATIONS AND CONTACT NUMBERS:

2.1 CLAIBORNE– 1325 CLAIBORNE STREET, TAZEWELL, TENNESSEE 37879

- Campus police services provided by Tazewell City Police
 - Substation office located on the first floor near the front stairwell entrance
- Contact Numbers:**
- Emergency: 9-1-1
 - Tazewell Police Department: 423-626-5104
 - Campus Police extension – 4778
 - Campus Police from land line or cell phone – 423-851-4778

2.2 GREENEVILLE/NISWONGER CAMPUS – 221 N. COLLEGE STREET, GREENEVILLE, TENNESSEE 37743

- Campus police officers on duty daily
 - Located in room 126
- Contact Numbers:**
- Emergency: 9-1-1
 - Campus Police extension – 7961
 - Campus Police from land line or cell phone – 423-798-7961

2.3 MORRISTOWN – 500 S. DAVY CROCKETT PARKWAY, MORRISTOWN, TENNESSEE 37813

- Campus police officers on duty daily
 - Located at the front entrance of the campus
- Contact Numbers:**
- Emergency: 9-1-1
 - Campus extension – 6752
 - From land line or cell phone – 432-585-6752

2.4 NEWPORT CAMPUS 115 MULBERRY STREET, NEWPORT TN 37821

- Campus police services provided by Newport City Police
- Contact Numbers:**
- Emergency: 9-1-1
 - Newport Police Department 423-623-556
 - Campus extension
 - From land line or cell phone -

2.5 SEVIERVILLE – 1720 OLD NEWPORT HIGHWAY, SEVIERVILLE, TENNESSEE 37876

- Campus police officers on duty daily
 - Located in the front lobby of Maples-Marshall Hall
- Contact Numbers:**
- Emergency 9-1-1
 - Campus extension – 5813
 - From land line or cell phone – 865-774-5813

2.6 WHITE PINE/EXPO - 1615 PAVILION DRIVE, WHITE PINE, TN 37890

- Campus patrolled by White Pine City Police and WSCC Police daily
- Contact Numbers:**
- Emergency: 9-1-1
 - White Pine Police Department 865-674-2555
 - Campus Police extension - 6752
 - Campus police from land line or cell phone – 423-585-6752

3.0 BEHAVIORAL INTERVENTION TEAM

The purpose of the Behavioral Intervention Team (BIT) is to provide guidelines for threat assessment at Walters State Community College. The guidelines are set forth to enable students and college personnel the ability to identify the resources, programs and procedures to enhance the safety of the college environment. The goal of the BIT is to provide assessment and monitoring of reported concerning or potentially violent or harmful behaviors of students and employees. Violence, intimidation, or threats of violence, both specific and implied, will not be tolerated. Any concerning behavior should be reported to BIT so that immediate assessment can be pursued. The college reserves the right to take strong disciplinary or law enforcement action in attempting to prevent violent or potentially violent acts.

To report an incident to BIT look for the BIT icon on the Web on the following pages: Walters State home page, campus safety, counseling, student affairs, academic affairs and Human Resources or follow this link:

https://www.ws.edu/student-services_app/behavior_report/

4.0 SUMMARY OF EMERGENCY PREPAREDNESS AND SAFETY PLANNING

Emergency preparedness and safety planning is not the sole responsibility of one or two departments across campus. It is the responsibility of each employee of the college. **We are each responsible for our own safety.** As an instructor or any employee of the college, you have the added responsibility to lead, guide and direct students when a harmful or emergency event occurs.

The college has developed a comprehensive all hazards emergency plan which is based on the National Incident Management (NIMS) and Incident Command Systems (ICS) that sets specific protocols for emergency service personnel, both campus and local responders, to be able to interact and work together quickly and efficiently.

Two teams are responsible for the planning process on our campuses:

- **The College Emergency Response Management Team (CERMT)** – CERMT is the governing executive body of WSCC Emergency Preparedness Planning and Management.
- **The College Emergency Response Team (CERT)** – CERT is responsible for the development and execution of the **Building Emergency Action Plan (BEAP)**. The CERT team consists of:
 - Primary and Secondary building coordinators and designees and
 - Floor and Area coordinators and designees

4.1 BUILDING EMERGENCY ACTION PLAN (BEAP)

Each Building Emergency Action Plan (BEAP) addresses the following emergency actions: Evacuation, Relocation, Lockdown/Shelter-in-Place. Each BEAP has designated evacuation rally points outside each building and designated relocation areas inside the building. The lockdown protocol is universal to all buildings. You are encouraged to be familiar with the following:

- At least two of the nearest unobstructed exits to your work area leading out of the building
- The location of the designated evacuation rally point outside the building occupied
- The designated relocation area within your building
- And the protocol for evacuation, relocation and lockdown/sheltering-in-place

4.2 EMERGENCY QUICK REFERENCE GUIDES

Please refer to page seven for Emergency Preparedness Quick Reference Guide for each campus location and building. This guide provides information such as emergency action procedures and locations of rally points and refuge areas.

4.3 EMERGENCY FLIP CHARTS

Each office suite and classroom on each campus should have displayed an emergency response guide detailing various emergencies and direction as to how to handle each situation. Should your area not have this chart displayed contact Morristown Campus Police secretary during regular business hours at 423-585-6753.

4.4 EMERGENCY NOTIFICATION:

If there is a significant emergency on or approaching campus that will affect a campus building or buildings, notifications will be disseminated most immediately in one of the following ways:

4.5 EMERGENCY MESSAGING SYSTEM (EMS)

The Emergency Messaging System at WSCC provides that an emergency message can be sent directly to each classroom and office via the telephone speaker system. Please ensure that the speaker system on the telephone in your classroom or office has not been turned down or muted. In progress telephone calls will be overridden with the emergency message. In addition, speakers with scrolling text bars are present in hallways. If at any time a message is received via the EMS system, listen carefully and follow the instructions as given.

This is why it is imperative that you be familiar with evacuation and relocation areas for the building you occupy as well as lockdown procedures.

4.6 DIAL 911

In an extreme emergency, and if campus police cannot be reached, dial 9-1-1. Each office and classroom phone will directly dial 911 without having to dial a number for an outside line. If you cannot reach, a campus police officer, or the situation warrants greater resources, dial 911. Be prepared to give them your name, specific location, circumstances, number of any injured and if known a description of any suspect/intruder. Remain on the line if possible.

4.7 REVERSE 911 SYSTEM

As part of the emergency messaging system, WSCC also has implemented a reverse 911 system. Anytime 911 is dialed, the local 911-dispatch operator is notified in addition to campus police. Our telephone system sends us an automated message to inform campus police of the extension number the call came from. In addition, the 911 operator will contact campus police to get further information as whether they need to send emergency assistance.

Use caution when dialing long distance numbers beginning 9-1 and then the telephone number, as a significant hesitation after dialing 9 and 1 it will result in the call being picked up by the system as a 911 call. If this should happen and campus police or 911 will call your extension, please pick up the call and explain what happened. Otherwise, campus police officers or local officers must respond to your area to check on your well-being. It is better to acknowledge the call was not an actual emergency.

4.8 SENATOR'S EMERGENCY TEXT MESSAGING (SET)

An additional form of communication that institution has is the Senator's Emergency Text messaging system or SET. You can register to receive emergency text messages via our homepage at <https://asp.schoolmessenger.com/waltersstate/subscriber/> or just go to the homepage and click on the SET icon and follow instructions for registration. **YOU WILL HAVE TO RENEW YOUR SUBSCRIPTION EACH YEAR TO KEEP YOUR ALERT ACCESS ACTIVE.** To do this log into the system as you normally would to update your information.

4.9 E-MAIL

E-mail notification will also be made at your current campus e-mail address.

4.10 ELECTRONIC CALL TREE

The college has implemented an electronic call tree that will be activated during emergencies and severe inclement weather that will notify WSCC employees of delays and closings. The on-duty Campus Police Officer will activate the system when necessary. Be sure your contact information is kept up to date through the Human Resources Office.

4.11 DOOR-TO-DOOR NOTIFICATION

Depending upon circumstances or electronic and telephone equipment failure, it may be necessary for an emergency alert to be delivered by campus police, other college staff, or local responders by going door to door. The messenger will fully identify himself or herself as such and immediately give information and direction.

4.12 FIRE ALARM

If at any time the fire alarm sounds, immediately evacuate the building. Campus police will not know the status of your building until they, and the fire department and/or maintenance staff, check the building to ensure its safety. Remain in the designated evacuation rally point for your building until cleared to return to the building by campus police or local emergency responders.

5.0 EMERGENCY PREPAREDNESS

5.1 EVACUATION, RELOCATION, LOCK DOWN/SHELTER-IN-PLACE

Walters State Community College has a campus wide emergency preparedness plan in place as well as designated teams prepared to execute the emergency plan for the campus, or for a particular building, should the need arise. In addition, Walters State has an emergency alert and text system in place that when activated by campus police or other approved staff, sends an audible tone/voice alert throughout corridors, classrooms, and offices utilizing speaker/text systems in the corridors and telephone speakers in classrooms and offices. The voice alert message will give specific instructions as to the emergency action that is needed relative to the emergency at hand. Building, floor, and area coordinators execute the building plan according to evacuation and relocation areas specified for the specific building occupied or execute the lock down/shelter-in place plan if warranted. **All persons should follow instructions given and remain in the specified location until released by campus police, building coordinators, or other emergency responders.** Individuals who have register for Senators Emergency Alerts (SET) will also receive a text message.

Resources can be found online at: <https://ws.edu/student-services/campus-safety/emergency/>

6.0 EMERGENCY MESSAGE CONTENT

6.1 EVACUATION ALERT MESSAGE

ATTENTION

This is an evacuation emergency alert. Please exit the building via the nearest unobstructed exit. Proceed to the designated outside rally point for the building occupied. Please follow directions of instructors, building, floor, area coordinators and emergency responders. This is an evacuation alert.

6.2 RELOCATION ALERT MESSAGE

ATTENTION

This is a relocation emergency alert. Please proceed to the designated relocation area located inside the building occupied. Please follow directions of instructors, building, floor, area coordinators and emergency responders. This is a relocation alert

6.3 LOCK DOWN/SHELTER-IN-PLACE ALERT MESSAGE

ATTENTION

This is a lockdown/shelter-in-place emergency alert. Please close and lock or barricade your door. Close blinds and turn out lights. Silence all cell phones. Remain in the area you are in until contacted by emergency response personnel. This is a lockdown/shelter-in-place alert.

EMERGENCY PREPAREDNESS QUICK REFERENCE GUIDE

7.0 EMERGENCY QUICK REFERENCE GUIDE– CLAIBORNE CAMPUS

7.1 EMERGENCY CONTACT AND OTHER INFORMATION

Local Law Enforcement/Emergency Services	911
Tazewell City Police Department	423-626-5104
On campus sub-station for Tazewell City Police	423-851-4778
Emergency Radio Channel	1
Campus Address	1325 Claiborne Street, New Tazewell, Tennessee 37879

7.2 EVACUATION, RELOCATION AND LOCKDOWN PROCEDURE

Evacuation Procedure	Exit building via the nearest emergency exit, to the designated outside rally point.
Relocation Procedure	Exit/Clear, work area and advance to designated interior relocation area.
Lockdown Procedure	Close, lock, barricade door, turn out lights, move away from windows and door. Remain in area to await rescue.
Shelter-in-Place	Close windows and doors and restrict airflow as much as possible. Remain in location until further advised.
Refuge Area	Front of elevator, on each floor not at ground level

7.3 CAMPUS EVACUATION, RELOCATION AND REFUGE RALLY POINTS

Evacuation Rally Point	Front student parking lot
Relocation Area	Rooms 075, 076, 080
Refuge Area	In front of Elevator ground and first floor

8.0 EMERGENCY PREPAREDNESS QUICK REFERENCE GUIDE - GREAT SMOKY MOUNTAIN EXPOSITION CENTER

8.1 EMERGENCY CONTACT AND OTHER INFORMATION

Local Law Enforcement/Emergency Services	911
White Pine Police Department	865-674-2555
Morristown Campus Police	423-585-6762
Emergency Radio Channel	1
Campus Address	1615 Pavilion Drive, White Pine, Tennessee 37890

8.2 EVACUATION, RELOCATION AND LOCKDOWN PROCEDURE

Evacuation Procedure	Exit building via the nearest emergency exit, to the designated outside rally point.
Relocation Procedure	Exit/Clear, work area and advance to designated interior relocation area.
Lockdown Procedure	Close, lock, barricade door, turn out lights, move away from windows and door. Remain in area to await rescue.
Shelter-in-Place	Close windows and doors and restrict airflow as much as possible. Remain in location until further advised.

8.3 CAMPUS EVACUATION, RELOCATION AND REFUGE RALLY POINTS

Evacuation Rally Point	Parking Lot, front entrance side of building near Agriculture Blvd.
Relocation Area	Stairwell in judge’s stand and North, South, East, West corners of the arena
Refuge Area	None designated, all floors at ground level

9.0 EMERGENCY PREPAREDNESS QUICK REFERENCE GUIDE– GREENEVILLE/NISWONGER CAMPUS

9.1 EMERGENCY CONTACT AND OTHER INFORMATION

Local Law Enforcement/Emergency Services	911
Campus Police	423-798-7961
Emergency Radio Channel	1
Campus Address	221 North College Street, Greenville, Tennessee 37743

9.2 EVACUATION, RELOCATION AND LOCKDOWN PROCEDURE

Evacuation Procedure	Exit building via the nearest emergency exit, to the designated outside rally point.
Relocation Procedure	Exit/Clear, work area and advance to designated interior relocation area.
Lockdown Procedure	Close, lock, barricade door, turn out lights, move away from windows and door. Remain in area to await rescue.
Refuge Area	Front of elevator, on each floor not at ground level
Shelter-in-Place	Close windows and doors and restrict airflow as much as possible. Remain in location until further advised.

9.3 CAMPUS EVACUATION, RELOCATION AND REFUGE RALLY POINTS

Evacuation Rally Point	Faculty and Staff parking lot #3 on Main Street and parking lot of Tusculum Monument Company across Tusculum Blvd.
Relocation Area	First floor in the Lyceum and Room 142
Refuge Area	Front of elevator, on each floor not ground level

10.0 EMERGENCY PREPAREDNESS QUICK REFERENCE GUIDE- MORRISTOWN

10.1 EMERGENCY CONTACT INFORMATION

Local Law Enforcement/Emergency Services	911
Campus Police	423-585-6752
Emergency Radio Channel	1
Campus Address	500 S. Davy Crockett Parkway, Morristown, Tennessee 37813

10.2 EVACUATION, RELOCATION AND LOCKDOWN PROCEDURE

Evacuation Procedure	Exit building via the nearest emergency exit, to the designated outside rally point.
Relocation Procedure	Exit/Clear, work area and advance to designated interior relocation area.
Lockdown Procedure	Close, lock, barricade door, turn out lights, move away from windows and door. Remain in area to await rescue.
Refuge Area	Front of elevator, on each floor not at ground level
Shelter-in-Place	Close windows and doors and restrict airflow as much as possible. Remain in location until further advised.

10.3 CAMPUS EVACUATION, RELOCATION AND REFUGE RALLY POINTS

10.3.1 BASEBALL COMPLEX

Evacuation Rally Point	Staff lot E
Relocation Area	Interior dressing area
Refuge Area	None designated, one level ground floor building.

10.3.2 CAMPUS POLICE PATROL OFFICE

Evacuation Rally Point	Staff lot B2
Relocation Area	Interior dressing area
Refuge Area	None designated, one level ground floor building.

10.3.3 CLIFFORD "BO" HENRY CENTER FOR BUSINESS AND TECHNOLOGY

Evacuation Rally Point	Disabled parking lot N
Relocation Area	Room 150 or other designated areas
Refuge Area	Second floor lobby area near room 278, elevator and Evacu-trac chair.

10.3.4 DOGETT MATH, BEHAVIORAL AND SOCIAL SCIENCE

Evacuation Rally Point	Outside of the rear gate of baseball field located below the BCM building
Relocation Area	First floor hall (Avoid Lobby)
Refuge Area	Area in front of second floor elevator.

10.3.5 EAST TENNESSEE REGIONAL PUBLIC SAFETY CENTER

Evacuation Rally Point	Driving track
Relocation Area	Interior rooms 108, 109, 132, 134, 144, and 159. Interior offices 136, 139. Hall in front of rooms 120, 127, 140, 155, 156, 159.
Refuge Area	None designated, one level ground floor building.

10.3.6 EAST TENNESSEE REGIONAL PUBLIC SAFETY CENTER/CRIMINAL INVESTATIONS (CID), OFFICE OF HOMELAND SECURITY (OHS) AND OTHER LEASING ENTITIES

Evacuation Rally Point	Driving track
Relocation Area	Stairwell near classroom and hall "A"
Refuge Area	None designated, one level ground floor building.

10.3.7 EAST TENNESSEE REGIONAL PUBLIC SAFETY CENTER / VETERANS AFFAIRS

Evacuation Rally Point	Driving track
Relocation Area	Exit through interior wooden door to Public Safety are to be escorted to driving track.
Refuge Area	None designated, one level ground floor building.

10.3.8 FACILITIES MANAGEMENT

Evacuation Rally Point	Student lot P
Relocation Area	Natural Science Building, first floor hall at stairwell B
Refuge Area	None designated, one level ground floor building.

10.3.9 DR. JACK E. CAMPBELL COLLEGE CENTER

Evacuation Rally Point	North End – Staff Parking Lot B2 South End – Student Parking Lot C3
Relocation Area	Ramp and stairwell areas, without glass windows.
Refuge Area	None designated, ramp access provided inside to all levels.

10.3.10 JUDGE WILLIAMS H. INMAN HUMANITIES COMPLEX

Evacuation Rally Point	Student parking lot A4
Relocation Area	Interior hall located in center of building, Hall in front of rooms 134-138
Refuge Area	None designated, one level ground floor building.

10.3.11 MCGUFFIN-JOLLEY NATURAL SCIENCE

Evacuation Rally Point	Student parking lot K3
Relocation Area	South interior hallway, first floor, located at bottom of stairwell B & room 141
Refuge Area	Vending area in front of elevator 2nd floor.

10.3.12 R. JACK FISHMAN LIBRARY

Evacuation Rally Point	Student parking lot A2
Relocation Area	First floor room 102 and adjacent hall
Refuge Area	Third floor lobby near elevator.

10.3.13 SOFTBALL COMPLEX

Evacuation Rally Point	Open field across from entrance gate
Relocation Area	Interior dressing area
Refuge Area	None designated, one level ground floor building.

10.3.14 DR. WADE B. MCCAMEY STUDENT SERVICES

Evacuation Rally Point	Student Lot A4
Relocation Area	First Floor (lower level) hallway between tutoring and Lyceum café
Refuge Area	Second floor (upper level) hallway leading to Lyceum and game room.

10.3.15 TURF MANAGEMENT / THEATER LAB

Evacuation Rally Point	Parking lot front of building
Relocation Area	Left rear corner of classroom
Refuge Area	None designated, one level ground floor building.

11.0 EMERGENCY PREPAREDNESS QUICK REFERENCE GUIDE- SEVIERVILLE

11.1 EMERGENCY CONTACT AND OTHER INFORMATION

Local Law Enforcement/Emergency Services	911
Campus Police	865-774-5813
Emergency Radio Channel	1
Campus Address	1720 Old Newport Highway, Sevierville, Tennessee 37876

11.2 EVACUATION, RELOCATION LOCKDOWN SHELTER-IN-PLACE PROCEDURE

Evacuation Procedure	Exit building via the nearest emergency exit, to the designated outside rally point.
Relocation Procedure	Exit/Clear work area and advance to designated interior relocation area.
Lockdown Procedure	Close, lock, barricade door, turn out lights, move away from windows and door. Remain in area to await rescue.
Shelter-in-Place	Close windows and doors and restrict air flow as much as possible. Remain in location until further advised.

11.3 CAMPUS EVACUATION, RELOCATION AND REFUGE RALLY POINTS

11.3.1 CATES-CUTSHAW HALL

Evacuation Rally Point	Soccer Fields adjacent to parking lots
Relocation Area	Stairwells at either end of building
Refuge Area	East end of hall near room 208, Evacu-Trac chair and stairway

11.3.2 CONNER-SHORT CENTER

Evacuation Rally Point	Soccer Fields adjacent to parking lots
Relocation Area	Rooms 130 Demo Kitchen, and 139 Band Room
Refuge Area	None designated, ground level building

11.3.3 KILE-OGLE HALL

Evacuation Rally Point	Soccer Fields adjacent to parking lots
Relocation Area	Stairwells and/or other designated areas not containing windows
Refuge Area	Second floor near room L200 and L200.1

11.3.4 MAPLES-MARSHALL HALL

Evacuation Rally Point	Soccer Fields adjacent to parking lots
Relocation Area	Room 126, stairwells and/or other designated areas not containing windows
Refuge Area	Second Floor near room 210 and 214

12.0 EMERGENCY CLASSROOM AND OFFICE TELEPHONES

Each classroom and office are equipped with a telephone that has the capability of reaching four-digit campus extensions as well as 911. Anytime 911 is dialed, the local 911 dispatch center is contacted as well as campus police for response.

13.0 EMPLOYEE PARKING PERMITS

Beginning in August 2016, employee-parking permits were made available to staff at no cost. In addition, the parking permits became a permanent issue for the duration of employment and therefore do not have to be renewed each year. The permit must be returned to the campus police office upon separation from the college during the checkout process. If an employee is retiring, the current tag can be exchanged for lifetime retiree permit. Each employee is issued only one hangtag. The hang tag is valid on any vehicle on which it is displayed. The tag should be displayed from the rear view mirror, printed side facing outward. Should a vehicle not have a rear view mirror the hang tag may be displayed in a visible location on the dash. Please display your employee permit from your rear-view mirror or vehicle dashboard prior to the first day of classes beginning each semester. Warnings and/or citations will be issued beginning the first day of class for faculty and staff parking in order to preserve the spaces designated for use by faculty and staff. Please have the permit displayed on your vehicle by the first day of class to avoid receiving a warning or citation.

13.1 EMPLOYEE PARKING PERMITS FOR ADJUNCT FACULTY

The Division of Evening and Distance Education issue adjunct faculty parking permits. Adjunct faculty parking permits expire on August 15, of each year. Generally, adjunct faculty parking permits will be issued during adjunct faculty orientation. Should you not be able to attend the adjunct faculty orientation you may go by the Division of Distance Education to obtain your permit prior to 6:30 p.m. Monday-Thursday on the Morristown campus. If teaching at a satellite campus, please contact the Division of Distance Education at 423-585-6996 for arrangements to be made to obtain your parking permit. There is no cost for the parking permit.

13.2 EMPLOYEE PARKING VIOLATIONS - ALL CAMPUSES

Parking lots are prominently marked with signs that indicate employee or faculty/staff parking. Please secure your parking permit and have it displayed by the first day of class each semester to avoid citations or warnings and to aid campus police staff in distinguishing staff vehicles from student vehicles, as well as to identify vehicles authorized to utilize WSCC employee parking. Should you forget your hangtag, or drive a different vehicle, please stop by the Campus Police patrol office located at the front entrance of the Morristown campus or respective campus police offices to pick up a temporary permit to avoid the inconvenience of receiving a citation or warning.

14.0 REQUESTING CAMPUS ACCESS / KEYS OR FOBs

The Walters State campus police department is pro-active in preventing theft on campus. To safe guard the assets of Walters State employees are asked to ensure that office and other work areas are secured after use. For this purpose, employees are encouraged to request keys to buildings and rooms that will be utilized. Also, keys are essential in the event there should be a need to lock down in the area occupied. In addition, there could be a significant delay in gaining access to your work areas and classrooms in a timely basis as a campus police officer may or may not be immediately available to assist you. You may access an electronic version of the key/fob "Campus Access Request Form" at: <https://ws.edu/student-services/campus-safety/forms/>

Please refer to the Key Control Policy following this section for more detailed information; however, the below guidelines should be followed:

- All employees must obtain a key to their assigned building and work area.
- All employees should complete, or have the division secretary to complete, a key request form.

- The key request form must receive the appropriate approvals for the type of access needed.
- If you need keys, please request and pick those up before the first day of class. Officers may not be available because of the high volume of traffic on campus to lock or unlock doors.
- Once the key request has been approved and received by campus police, the request will be filled and either the requesting individual or the division secretary notified that the keys are ready for pick up in the campus police office.
- Keys may be picked up in the campus police office between 8:00 – 6:00 p.m.
- Keep office and building keys with you at all times in case of emergencies where lockdown may be required. Do not loan or transfer keys to unauthorized persons.
- Adjunct faculty and temporary part time employees should make a request to their respective department head. The department head must request the keys in their name and reissue them to their employees. The department head is also responsible for ensuring the keys are collected at the end of the teaching or temporary part time term.
- Some areas of the Greeneville and Morristown campuses now have electronic locks. The same procedure will be followed to document your request for a key card or fob. You will need to indicate on the form, which is your preference, card or fob, and the campus, building and room numbers that you will need access to. Key cards and fobs should be considered in the same manner as a physical key and the current access control policy applies. Should a card or fob be lost notify campus police via email immediately so the card or fob can be disabled.

15.0 SAFETY TIPS

15.1 EMPLOYEES

1. When working after hours or on weekends, please call Campus Police to advise them of the building and office / room you will be working in and let them know when you leave.
2. During regular business hours, always lock and close your office door(s) when the office is unattended to prevent unauthorized entry, theft, or unauthorized items being placed in the area.
3. If you are the last person using an area, classroom, lab, office suite or work area. Please be sure to turn out the lights and lock the door before you leave to prevent unauthorized entry, theft, or unauthorized items being placed in the area. Officers will be issuing building reminders to assist individuals in remembering to do this, throughout the semester.
4. Try to arrange work area(s) so that the means of exit is not blocked should an individual become confrontational.
5. Never meet with students or have visitors that you are unfamiliar with after hours, without others being present, or nearby your office area or meeting location. In addition, require your students to leave their back packs or book bags outside the intended meeting location.
6. Do not prop open any locked exterior doors or leave ground floor windows open.
7. Become familiar with building emergency preparedness plans to include lockdown procedures, evacuation rally points, and relocation areas. Learn the location of emergency exits, fire extinguishers and fire alarm pull stations. Also, learn the location of building emergency phones located on the exterior or at entrances of various buildings and in parking lots.
8. Each classroom is equipped with a telephone, which may be used in emergencies.
9. Lock your vehicle when parking on campus and remove any items of value from plain view.
10. Report any knowledge or suspicion of crimes occurring as well as any suspicious persons or vehicles on campus to Campus Police.
11. Please obey posted campus speed limits to prevent vehicle and pedestrian related accidents.
12. Do not respond to unsolicited e-mails asking for personal information or promising large sums of money.

15.2 CLASSROOM:

1. Be aware of unusual changes in the personality or actions and reactions of your students.
2. If you have concerns about an individual's behavior, please report this information to campus police, so we may begin to investigate, your supervisor, and/or a member of the Threat Assessment Team. The vice president for student affairs is chairperson for the Behavioral Intervention Team and may be contacted on the Morristown campus in the Jack E. Campbell College Center Building, Room100, at extension 2680.
3. Be aware of the contents of your classroom or work area so that you can recognize when something is out of place, added, or missing.
4. Always, close and lock your classroom door once your class is in session. Doing so prevents unauthorized individuals or armed intruders from randomly entering your classroom.
5. Be sure that you always have your classroom key in your possession. Your classrooms have intruder locks and can be locked and unlocked from inside the classroom with your key. This prevents you from having to step into the hallway to secure your classroom and it prevents an intruder from locking you and your students in the classroom.

15.3 OFFICE:

1. When speaking with students or potential students in your office area, designate a location for them to leave their backpack.
2. Be sure that if you will require paperwork from them that they are aware they must have it before entering your office.
3. Always leave your door open or partially open when possible. Let someone else in the office suite know if anticipate a problem when meeting with someone.
4. If you anticipate hostility may result, call campus police to alert them to be in the area or standby in the office suite.

16.0 INSTITUTIONAL POLICY – CAMPUS ACCESS

Policies and Procedures Manual

08:19:00 Campus Access

Revision Responsibility:	Director of Campus Police and Emergency Preparedness
Responsible Executive Officer:	Vice President of Business Affairs

Purpose

This statement of policy regarding access control of buildings and property owned or operated by Walters State Community College will serve as the framework by which keys, fobs/cards, as well as combinations to campus buildings and areas will be issued, monitored, and maintained. The Campus Police Department will implement and oversee the procedures relative to key control and will work closely with the campus community to ensure that campus access needs are met while ensuring proper maintenance, monitoring, and control over institutional keys.

Policy

I. Objectives

To allow appropriate campus access while achieving maximum physical security with minimum logistics.

To maintain control of the campus access system including key duplication, fob/card programming and distribution as well as the assignment of combination numbers for area access.

To maintain a recorded chain of accountability for all keys, fobs/cards issued.

To restore physical security in a timely manner in the event access control is compromised.

II. General Access Control Guidelines and Responsibilities

Keys, fobs/cards and combinations to college buildings and facilities will be issued to individuals upon proper approval in accordance with this policy.

Keys, fobs/cards, and combinations will be issued only to current employees or individuals otherwise approved by the president.

Security of a college key, fob/card or assigned combination is the responsibility of the person to whom the key, fob/card or combination is issued.

For emergency preparedness and key, fob/card or assigned combination security purposes, employees are encouraged to maintain college keys, fobs/cards and combinations in their possession at all times.

The loss of a college key, fob/card or assigned combination must be reported, in writing, (e.g., memo, e-mail, etc.) immediately to the proper approving official, department head, or immediate supervisor and to Campus Police.

The duplication of any college key, fob/card or assigned combination by anyone other than the Campus Police Department is prohibited.

Employees are responsible for locking doors to classrooms, laboratories, work areas, and/or offices after use to ensure the safeguard of college property. Under certain circumstances and when working alone in a building after hours or on weekends or holidays, employees are responsible for securing exit doors as they enter or leave a building.

Requests for keys, fob/card or assigned combination must be initiated by employees completing the Campus Access Request form available at <https://www.ws.edu/student-services/campus-safety/forms/> .

After the Campus Access Request form is submitted through proper channels for approval, the request is forwarded to the Campus Police Department to be filled.

Once the properly approved Campus Access Request form has been received and filled by Campus Police, the initiator will be notified that the key(s) , fob/card or assigned combination is/are ready to be picked up in the Campus Police office. Requesting individuals will be required to sign for receipt of the keys, fob/card or assigned combination

Once keys, fob/card or assigned combination are issued, routine access to needed work areas is the responsibility of the key, fob/card or assigned combination holder.

III. Guidelines for Campus Access/Key Request Approval

A Campus Access Request form must be completed.

NOTE: Key, fob/card codes will be provided by the Campus Police department at the time the request is received in the Campus Police office.

The access request form must be signed by the person initiating the request, along with all approving individuals. Approval for issue of building entrance keys, interior department keys, department master keys, and classroom keys as well as the replacement of lost or damaged keys must be approved by the department head/division dean, building/campus dean, and appropriate vice president.

To obtain a building master key, great grand master key, or combination lock code, complete the justification section of the Campus Access Request form. This section must be completed. In addition to the signatures outlined above, the president's signature must be obtained.

IV. Privately Owned Locks

Privately owned locks generally are not permitted on college facility doors except for lockers designated for personal use. In circumstances where outside agencies lease college properties and require private locks, a request in writing should be submitted to the president or vice president for Business and Finance for approval. A key, fob/card or assigned combination to the private lock must be supplied by the contracting agency to the Campus Police Department to be securely maintained on file for emergency entry purposes.

V. Issuance of Keys, fob/card or assigned combination to Adjunct Faculty, Contract, or Temporary Employees

Because of the difficulty in tracking and collecting keys issued to adjunct faculty, contracted, or temporary employees, it is necessary for department heads to request, re-issue and collect keys issued to these individuals. Keys requested for adjunct faculty, contracted or temporary employees will be placed on the department head's/division dean's key record. The department head/division dean should maintain a listing of individuals to whom keys are re-issued and collect those keys

when no longer needed by the individual. The department head/division dean may maintain the keys for re-issue as needed. Keys no longer needed by the department head/division dean should be returned to the Campus Police Department to be removed from the department head's/division dean's record.

Fobs/cards will be immediately deactivated upon notification to the Campus Police Department. Combinations will be changed.

VI. Issuance of Keys to Cohort Program Administrators

Because of the difficulty in tracking and collecting keys issued to cohort program employees, keys, fob/card should be requested, re-issued, collected and returned to Campus Police by a cohort program administrator. Keys, fob/card requested by a cohort administrator for use by a cohort employee will be placed on the cohort program administrator's key record. The program administrator may maintain the keys for re-issue as needed. Keys no longer needed should be collected by the program administrator at the end of the work term and returned to the Campus Police Department to be removed from the cohort program administrator's key record.

The Campus Access Request form should be submitted by the cohort program administrator for building entrance keys and interior keys. The cohort program administrator will be responsible for logging and re-issuing the keys to cohort program faculty, as well as retrieving the keys at the end of the teaching term. The Campus Access Request form should be forwarded to the appropriate Walters State building dean for approval and/or the vice president for Academic Outreach. Once approved, the request form will be forwarded to the Campus Police Department to be filled. Once completed, the cohort program administrator will be contacted. The keys, fob/cards must be received and signed for by the cohort program administrator. Building entrance keys and interior keys should only be issued by the cohort program administrator to currently employed cohort program staff or faculty. Keys should not be issued to cohort program student assistants.

VII. Issuance of Keys, fob/card or assigned combination for Temporary Use

Temporary issuance of keys, fob/card or assigned combination for emergency situations or use during special events must be approved by Campus Police. A Campus Police staff member will consult with the appropriate administrative staff for additional approval as necessary.

VIII. Issuance of Keys, fob/card or assigned combination to Full-Time and Regular Part-Time Employees

A request for building entrance keys, fob/card or assigned combination and interior keys, fob/card or assigned combination should be initiated by the requesting employee member who will be responsible for and have the keys in his/her possession. Building entrance and interior keys, fob/card or assigned combination should only be issued to current employees. Employees should initiate a request for a key, fob/card or assigned combination to their office, laboratories, work area, and/or classrooms used for instruction.

IX. Responsibilities of Department Heads/Division Deans or Supervisors

Department heads/division deans or supervisors are responsible for the following:

Approve keys, fob/card or assigned combination to be issued to full-time or regular part-time employees.

Request and approve keys, fob/card or assigned combination to be re-assigned by the department head/division dean, or his/her designee, to any adjunct faculty, temporary part time, or contracted employee.

Ensure all keys, fob/card or assigned combination are returned to the Campus Police Department from employees who are full time or regular part time upon termination of employment, transfer to another department or building, or if the need for the key, fob/card or assigned combination no longer exists.

Ensure adjunct faculty members return keys, fob/card or assigned combination to the department head/division dean who requested and re-issued them.;

Report all incidents of lost keys, fob/card or assigned combination, in writing, to the immediate supervisor and Campus Police. Provide the following information:

Name of individual to whom key(s) , fob/card or assigned combination were issued

Key, fob/card or assigned combination code number if known

Room, building, or area to which the key provided access

Date loss discovered and circumstances concerning the loss

X. Transfer of Keys, fob/card or assigned combination

Transferring of keys, fob/card or assigned combination from one individual to another should not occur without proper approval. A Campus Access Request form should be submitted with transfer information completed. Once the key, fob/card or assigned combination transfer request form is approved and received by the Campus Police, the transfer and receipt for keys may occur. The individual to whom the key, fob/card or assigned combination was officially issued will remain the record key holder unless appropriate notification to transfer the key is made to Campus Police.

XI. Request for Duplicate Key

Campus access records are checked when a request for a key, fob/card or assigned combination is received to ensure the request is not for a key, fob/card or assigned combination previously issued. If the requesting individual's campus access record indicates that the key, fob/card or assigned combination was previously requested and not returned, the requesting individual is notified to resolve the issue. A duplicate key, fob/card or assigned combination cannot be issued until the original key has been accounted for. A duplicate key, fob/card or assigned combination may be issued if needed, but written justification for an additional issue must accompany the Campus Access Request form and the original key must be accounted for.

XII. Request for Lock Change or Re-Keying

Requests to have locks changed or re-keyed must be approved by the president or campus dean. A Campus Access Request form with the appropriate Lock Change/Re-Keying Request section completed should be completed and submitted for approval. Once approved and received by the Campus Police Department, arrangements will be made with facilities management personnel for work to be performed.

XIII. Return of Keys, fob/card or assigned combination

Keys, fob/card or assigned combination should be returned to the Campus Police office on the Greeneville, Morristown, and Sevierville campuses. Return keys, fob/card or assigned combination to main office at Claiborne If office staff or a Campus Police officer is not available at a satellite campus site, keys, fob/card or assigned combination may be returned to the Morristown Campus Police office. It is preferable that keys, fob/card or assigned combination be returned by the person to whom they were issued; however, exceptions may be warranted. A receipt will be written by the on-duty Campus Police officer for return of all key(s) , fob/card or assigned combination. A copy of the receipt will be given to the individual returning the keys, fob/card or assigned combination. The keys, fob/card or assigned combination will then be removed from the individual's campus access record by the campus access system manager if the returned keys, fob/card or assigned combination match the keys, fob/card or assigned combination initially issued via the approved Campus Access Request form.

XIV. Removal of Keys/Locks from the Master System and Limited Access Areas

Due to emergency preparedness concerns, it is not recommended that locks be removed from the master key system, such that the building master keys or the great grand master key does not allow entry. Requests to have locks removed from the master system will require the completion of the Campus Access Lock Change/Re-Keying section of the request form along with written justification to the president or campus dean. Approval must be received from the president of the college and/or campus dean for any area to be removed from the master key system. It is highly recommended that items of a confidential nature be locked in individual locking cabinets to limit access. Access to confidential areas or information can be further limited by requesting an electronic lock be installed and the number of keys, fob/card or assigned combinations approved for issue to the area by the department head/division deans. Further control can be established by the department head/division dean requesting and then re-issuing keys, fob/card or assigned combination at his/her discretion.

XV. Responsibilities of the Campus Police Department

Individuals who do not possess college keys, fob/card or assigned combination and need to enter a college building may request assistance from Campus Police. Upon receipt of such requests, Campus Police personnel will make positive identification of the individual and, if appropriate, secure permission from a proper college official before providing access to the building/area. Officials of the college who wish to allow personnel to enter a college building/area under their authority must receive approval of the building dean and notify Campus Police by written memo, or by e-mail, of the person's name and the circumstances regarding the need for access. Campus Police will verify approval for use of building/area by the appropriate building dean or vice president. Students may not be allowed entrance to building/areas without appropriate supervision of a college official or staff member.

The Campus Police Department is responsible for the duplication and replacement of keys, fob/card or assigned combination. The duplication of college keys, fob/card or assigned combination by any other person or department is prohibited. The Campus Police Department may duplicate college keys, fob/card or assigned combination only upon receiving a properly prepared and approved Campus Access Request form signed by the appropriate approving officials. In addition, the Campus Police Department will maintain a current record of all keys, fob/card or assigned combination issued to all full-time and regular part-time staff. The Campus Police Department will maintain an electronic database with information necessary to track keys, fob/card or assigned combination issued.

XVI. Contractors and Concessionaires

When access to college facilities is required in connection with a commercially contracted project, the Facilities Management Department will coordinate the contractor's or concessionaire's access requirements with the vice president for Business and Finance or Campus Police. The facilities management supervisor will arrange for pick up of the key, fob/card or assigned combination after proper coordination. Subsequent to admittance, Facilities Management will ensure that the contractor or concessionaire is thoroughly familiar with his or her responsibilities. Upon completion of the need for admittance, Campus Police personnel will visually check the area for before securing it. Facilities management staff should collect or arrange for return of the issued key(s), fob/card or assigned combination.

XVII. Individuals Not Employed by the College

Individuals not employed by the institution may complete and submit a Campus Access Request form. The request must be approved by the vice president for Business and Finance and the president of the college. A written justification must also be given or accompany this request. 05/16 03/21

17.0 INSTITUTIONAL POLICY – INCLEMENT WEATHER

Policies and Procedures Manual

06:22:00 Inclement Weather

Revision Responsibility:	President
Responsible Executive Officer:	President
Source/Reference:	TBR Policy No. 5:01:01:11

PURPOSE

Cancellation of day and evening classes.

POLICY

In the event day classes need to be cancelled due to inclement weather and/or road conditions, the following procedures are followed.

After gathering as much information as possible concerning weather and road conditions, the on-duty officer consults with the vice president for Business Affairs. The vice president for Business Affairs then consults with the vice president for Academic Affairs and the vice president for Student Affairs to form a recommendation to the President in regards to cancellation of classes for faculty and students and/or closing the college for staff. The vice president of Business Affairs then contacts the president with the recommendation; a final decision is made as to whether or not classes will be cancelled or the college closed. This decision is normally made by 5:30 a.m. for day classes. Once the decision has been made, the information is disseminated in a number of ways including the WSCC website (www.ws.edu), the Emergency Call Tree, Student Information phone line (1-800-225-4770), and the Senator's Emergency Text (SET). Campus Police also contacts all local radio and TV stations listed below:

Morristown	WCRK, WMTN, WJDT
Newport	WLIK, WNPC
Knoxville	WIVK, WATE-TV (Channel 6), WBIR-TV (Channel 10), WVLT-TV (Channel 8), WIMZ, WMYU
Greeneville	WGRV/WIKQ, WSMG
Rogersville	WRGS, WEYE
Sevierville	WSEV,
Tazewell	WNTT
Oak Ridge	WOKI
Tri Cities	WKPT-TV (Channel 19), WJHL-TV (Channel 11),

In the event that evening classes (classes beginning 4:00 pm or later) need to be cancelled due to inclement weather and/or road conditions on a day when day classes have been held, the president and/or president's staff and/or designee make the decision to cancel classes.

Students, faculty and staff are requested to monitor the WSCC website, the college's Facebook and Twitter pages, the Emergency Call Tree, Student Information phone lines Claiborne – 423-626-6200, option 1, Morristown - 1-800-225-4770, option 1, Niswonger – 423-798-7040, option 8, Sevierville – 865-774-5800, option 1 the Senator's Emergency Text (SET), and/or the radio or TV stations once a decision has been made because on occasion, due to an unexpected and sudden change in the weather and road conditions, a decision may be modified. In all instances, decisions are made with the safety of students, faculty, staff and employees as the primary consideration. When day or evening classes are in session and inclement weather necessitates class cancellation or college closure by the president, the vice president for Business Affairs notifies Campus Police and the IET department. The IET department sends out an "All Users" and "Adjunct Users" e-mail notifying faculty and staff of the decision. 03/12; 05/16; 04/21

18.0 INSTITUTIONAL POLICY – FIREARMS AND OTHER WEAPONS

Firearms and Other Weapons : 7.01.00.00

Purpose

To maintain a safe educational and working environment for students and employees by establishing rules for possessing and carrying firearms and other weapons on TBR institution property.

Definitions

As used in this policy:

- “Carry” means to physically transport a firearm or other weapon on or about the body.
- “Concealed” means not visible to ordinary observation.
- “Employee” means all faculty, executive, administrative, professional and support staff employed in the service of and whose compensation is paid by a TBR institution. “Employee” does not include independent contractors who provide goods or services to the institution or student workers as defined in TBR Policy 5:01:01:00.
- “Full-time Employee” includes all faculty, executive, administrative, professional and support staff who are employed on a full-time basis by a TBR institution, but does NOT include a person who is enrolled as a student at the institution, regardless of whether the person is also an employee. A full-time employee is one who has a regular work week of at least 37.5 hours, or who is scheduled to carry a full teaching load or its equivalent. This includes full-time modified fiscal year (MODFY) employees, temporary employees and term appointees who have a regular work week of at least 37.5 hours or are scheduled to carry a full teaching load or its equivalent. “Full-time Employee” does NOT include independent contractors who provide goods or services to the institution. For example, if an institution contracts for custodial services or food services, the contractor’s employees are NOT allowed to carry a handgun on the premises, even if they work on the premises full time.
- “Enrolled as a Student” as used in the definition of “Full-time Employee” means to be registered for an academic offering at the TBR institution where one is employed, whether or not the academic offering is offered for credit or is not for credit. “Enrolled as a Student” does not include being registered for an academic offering that is delivered solely online, with no requirement for the student to appear on campus in order to complete the course.
- “Firearm” means any weapon designed, made or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.
- “Handgun” means any firearm with a barrel length of less than twelve inches (12”) that is designed, made or adapted to be fired with one (1) hand.
- “Institution Property” means all land, ground, structures, and any other real property owned, operated or controlled by a TBR institution.
- “Motor Vehicle” means a motor vehicle as defined in T.C.A. § 55-1-103.
- “On or About the Person” means carried concealed on the person or carried concealed in a handbag, briefcase or other carrying case that remains within an arm’s reach of the person at all times.
- “Parking Area” means property provided by the TBR institution for the purpose of permitting employees, students, or invitees to park motor vehicles.
- “Possess” means either: (1) direct physical control over a firearm or other weapon at a given time; or (2) the power and intention at any given time to exercise dominion and control over a firearm or other weapon. Examples of possessing a firearm or other weapon include, without limitation, the presence of a firearm or other weapon on or about the person of the employee or in the employee’s motor vehicle, desk, lunch box, locker, tool kit, bag, purse, cabinet, or office.
- “Student” means any person who is admitted and/or registered for study at a TBR institution for the current academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for

registration for the succeeding academic period, and during any period while the student is under suspension from the institution.

- “Valid Handgun Carry Permit” means a current handgun carry permit issued by the State of Tennessee under T.C.A. § 39-17-1351 or issued by another state that has been given reciprocity under T.C.A. § 39-17-1351(r).
- “Weapon” means firearm; explosive; explosive weapon; bowie knife; hawk bill knife; ice pick; dagger; slingshot; leaded cane; switchblade knife; blackjack; metal knuckles; razors and razor blades, except those used solely for personal shaving; any sharp pointed or edged instrument, except unaltered nail files and clips and tools used solely for preparation of food instruction and maintenance; or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes.

Policy/Guideline

I. [General Prohibition.](#)

- A. Except as otherwise provided in this policy, possession of firearms or other weapons on institution property is prohibited. (T.C.A. § 39-17-1309). (See Exhibit 1, Guide to Gun Laws on Campus)

II. [Exceptions for Employees with Valid Handgun Carry Permits.](#)

- A. In accordance with T.C.A. § 39-17-1309(e)(11) and subject to the limitations set forth in this policy, full-time employees who possess a valid handgun carry permit and are authorized to carry a handgun under T.C.A. § 39-17-1351 may carry a handgun on property owned, operated, or controlled by the TBR institution at which they are employed, provided that they are not permitted to carry a handgun openly or in any manner in which the handgun is visible to ordinary observation, unless the employee is carrying, displaying, or employing the handgun in justifiable self-defense or in justifiable defense of another during the commission of a crime in which the employee or other person defended was a victim.
1. Full-time employees who intend to exercise this right to carry a handgun must first register with the law enforcement agency or agencies designated by their employing institution to receive that registration. If an institution has locations in more than one jurisdiction, the employee must register with the law enforcement agency in each jurisdiction where they intend to carry on campus. (See Exhibit 2, Handgun Carry Notification & Summary of Campus Concealed Carry Rights & Responsibilities)
 2. The registering employees’ names and other identifying information shall be confidential, not open for public inspection and shall not be disclosed except to the administrative officer of the institution responsible for security of the institution. However, that administrative officer will not be provided with the names or other identifying information of employees under their direct supervision or for whom they evaluate job performance.
 3. The institution’s designated law enforcement agency shall develop and implement policies and procedures regarding the registration and confidentiality.
 4. Registered employees may not carry a handgun on the property of any TBR institution other than their employing institution. If two or more institutions share a property, properly registered employees of all sharing institutions may carry on the shared property.
 5. Full-time employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) shall have their valid hand gun carry permit in their immediate possession at all times when carrying a handgun and shall display the permit on demand of a law enforcement officer.
 6. Part-time employees may not carry a handgun on institution property, even if they have carry permits.
 7. The institution’s designated law enforcement agency may develop and implement a course or courses to be offered to employees electing to carry a handgun under T.C.A. § 39-17-1309(e)(11). Firearm safety shall be a component of any such course offered. Institutions are not required to offer such courses. Employees are not required to participate in such courses if they are offered.
 8. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) are not permitted to carry a handgun at the following times and at the following locations:

- a. Stadiums, gymnasiums, and auditoriums when school-sponsored events are in progress, such as ball games; pep rallies; convocations; graduations; concerts, plays and other entertainment; etc. This includes such events that are sponsored by recognized student organizations.
 - b. Formal meetings regarding employee or student disciplinary matters.
 - c. Formal meetings regarding tenure issues.
 - d. A hospital, or an office where medical or mental health services are the primary services provided, such as a clinic, student health center or a mental health counseling center.
 - e. Any location where a provision of state or federal law prohibits the carrying of a handgun on that property, including, but not limited to:
 1. On the premises of a child care agency, in any vehicle used by a child care agency to transport children, or in the presence of a child being cared for by a child care agency, such as a campus day care center. (*Source: Rules of the Tennessee Department of Human Services, Chapter 1240-04-03, Licensure Rules for Child Care Centers*);
 2. In or on any public K-12 school building, bus, school campus, grounds, recreation area, athletic field or any other property owned, operated, or while in use by any K-12 board of education, school, or directors for the administration of any public or private K-12 educational institution. This includes buildings or parts of buildings that are dedicated to use by a campus K-12 school, middle college, etc. (*Source: T.C.A. § 39-17-1309*);
 3. In or on any building, bus, campus, grounds, recreation area, athletic field or any other property owned, operated, or while in use by a private institution of higher education that prohibits possession of firearms on its property. For example, if your institution operates in a facility shared with a private institution of higher education that prohibits firearms on its property, a TBR employee will not be able to carry a handgun into the portion of the facility controlled by the private institution. (*Source: T.C.A. § 39-17-1309*);
 4. A public park, playground, civic center or other building facility, area or property which, at the time of the employee's possession of a handgun, the employee knows or should know is being used by board of education, school, college or university board of trustees, regents, or directors for the administration of any public or private educational institution for the purpose of conducting an athletic event or other school-related activity on an athletic field, permanent or temporary, including but not limited to, a football or soccer field, tennis court, basketball court, track, running trail, Frisbee field, or similar multi-use field (*Source: T.C.A. § 39-17-1311*); and
 5. A federal facility. (*Source: 18 United States Code § 1930*)
 - f. Property leased to the institution, if the lessor has prohibited the possession of firearms on the premises.
 - g. In any motor vehicle that is owned, operated, or controlled by a TBR institution and that is provided to an employee for use during the course of employment. The Chancellor may grant an exception to this prohibition to Presidents who are provided a TBR vehicle under the terms of their employment agreement.
9. The employee shall not possess a handgun:
 - a. While under the influence of alcohol or any controlled substance or controlled substance analogue (*Source: T.C.A. § 39-17-1321*); or
 - b. While consuming liquor, wine, beer, or other alcoholic beverage within the confines of an establishment open to the public where liquor, wine, beer, or other alcoholic beverages are served for consumption on the premises. (*Source: T.C.A. § 39-17-1321*)
 10. Employees who elect to carry a handgun under T.C.A. § 39-17-1309(e)(11) shall not disclose the fact that they are carrying a handgun with the intent to intimidate or threaten other employees, students or third parties.
- B. Any employee who is the holder of a valid handgun carry permit recognized in Tennessee may, unless expressly prohibited by federal law, transport and store a firearm or firearm ammunition in the permit holder's motor vehicle while on or utilizing a parking area if:

1. The employee's motor vehicle is parked in a location where it is permitted to be, and
 2. The firearm or ammunition being transported or stored in the motor vehicle:
 - a. Is kept from ordinary observation if the employee is in the motor vehicle; or
 - b. Is kept from ordinary observation and locked within the trunk, glove box, or interior of the employee's motor vehicle or a container securely affixed to such motor vehicle if the employee is not in the motor vehicle.
 3. An employee transporting, storing or both transporting and storing a firearm or firearm ammunition in accordance with this paragraph does not violate this policy or the law if the firearm or firearm ammunition is observed by another person or security device during the ordinary course of the employee securing the firearm or firearm ammunition from observation in or on a motor vehicle.
- C. When on the premises of the TBR institution where they are employed, employees who are registered to carry a handgun on the premises under T.C.A. § 39-17-1309(e)(11) and this policy must have the handgun either:
1. On or about their person, which means that the gun must be carried concealed on the person or it must be carried concealed in a handbag, briefcase or other carrying case that remains within an arm's reach of the person at all times; or
 2. Secured in their personal motor vehicle in accordance with T.C.A. § 39- 17-1313.
 - 3.
- I. **Other Exceptions to the Prohibition on Weapons**
- A. A person may possess or carry a firearm or other weapon used solely for instructional or school-sanctioned ceremonial purposes on institution property.
 - B. A non-student adult may possess a firearm, if the firearm is contained within a private vehicle operated by the adult and is not handled by the adult, or by any other person, while the vehicle is on institution property.
 - C. Persons employed in the Army, Air Force, Navy, Coast Guard or Marine service of the United States or any member of the Tennessee National Guard, when in the discharge of their official duties and acting under orders requiring them to carry arms or weapons, may possess the weapons required by the orders.
 - D. Civil officers of the United States in the discharge of their official duties may possess required weapons.
 - E. Officers and soldiers of the militia and the National Guard, when called into actual service, may possess required weapons.
 - F. POST-certified, active-duty law enforcement officers, whether on or off duty, may possess and carry their service firearm on institution property.
- II. **Right to Search for Weapons**
- G. Any TBR institution has the right to search for illegally possessed weapons in any area on the institution's premises, including, but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, brief cases, personal bags, personal toolboxes or tool kits, parking lots, TBR vehicles and other vehicles parked on the institution's premises.
 1. **Such searches may only be conducted by law enforcement officers.**
- III. **Sanctions**
- H. Violation of the applicable laws regarding possession of firearms or other weapons on TBR institution property shall be reported to the law enforcement agency or agencies having jurisdiction and may result in arrest and prosecution.
 - I. Violation of this policy and/or the applicable laws regarding possession of firearms or other weapons on TBR institution property shall result in disciplinary action, up to and including immediate termination of employment or expulsion from the institution.
 - J. No TBR institution shall take any adverse employment or disciplinary action against an employee or student based solely on the fact that the person has carried a handgun on TBR institution property in compliance with T.C.A. § 39-

17- 1309(e)(11) and this policy or stored a firearm or firearm ammunition in a motor vehicle on institution property in compliance with T.C.A. § 39-17-1313.

IV. Limitations of Liability

- K. Unless carrying a handgun is a requirement of the employee's job description, the carrying of a handgun as allowed by T.C.A. § 39-17-1309(e)(11) is a personal choice of the employee and not a requirement of the employing institution. Consequently, an employee who carries a handgun on property owned, operated or controlled by the TBR institution at which the employee is employed is not:
 - 1. Acting in the course of or scope of their employment when carrying or using the handgun;
 - 2. Entitled to workers' compensation benefits under T.C.A. § 9-8- 307(a)(1)(K) for injuries arising from the carrying or use of a handgun; or
 - 3. Immune from personal liability with respect to use or carrying of a handgun under T.C.A. § 9-8-307(h).
- L. A TBR institution is absolutely immune from claims for monetary damages arising solely from or related to an employee's use of, or failure to use, a handgun by an employee of that institution who has elected to carry a handgun under T.C.A. § 39-17-1309(e)(11).

19.0 BOMB THREAT INFORMATION SHEET

INSTRUCTIONS: Be calm, courteous and listen. Do not interrupt the caller. Notify supervisor or co-worker to call 911 while caller is on the line. Do not hang-up or transfer call.

Name of person who received the call: _____ Department: _____ Date: _____

Phone Number on Display: _____ Time of call: _____ Length of Call: _____

Exact wording of call (BE SPECIFIC AND COMPLETE): _____

QUESTIONS TO ASK

Question	Answer
When is the bomb going to explode?	_____
Where is it located right now?	_____
What does it look like?	_____
What kind of bomb is it?	_____
What will cause it to explode?	_____
Did you place the bomb?	_____
Why?	_____
What is your address?	_____
What is your name?	_____

Caller's Identity:

- Male Female
 Adult Juvenile

Approximate Age: _____

Call Origin:

- Local Long Distance
 Booth Internal

Language:

- Excellent/Well Spoken/Clear
 Good Fair Poor/Foul

Voice/Manner:

- | | | | |
|--------------------------------------|---------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Familiar | <input type="checkbox"/> High Pitched | <input type="checkbox"/> Nasal | <input type="checkbox"/> Stuttering |
| <input type="checkbox"/> Unfamiliar | <input type="checkbox"/> Deep | <input type="checkbox"/> Rational | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Normal/Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Emotional | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Pleasant | <input type="checkbox"/> Raspy | <input type="checkbox"/> Deliberate | <input type="checkbox"/> Cracking |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Irrational | <input type="checkbox"/> Righteous | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Coherent | <input type="checkbox"/> Laughing | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Accent | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Excited | <input type="checkbox"/> Intoxicated | |

Background Sounds

- | | |
|---|---|
| <input type="checkbox"/> Street Noise | <input type="checkbox"/> Clear/No Noise |
| <input type="checkbox"/> Factory Machines | <input type="checkbox"/> Static |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Other |
| <input type="checkbox"/> PA System | |
| <input type="checkbox"/> Music | |
| <input type="checkbox"/> Motor | |
| <input type="checkbox"/> Animal Sounds | |
| <input type="checkbox"/> Kitchen Noises | |

If voice was familiar, whom did it sound like? _____

Notifications made: 911 Campus Police Immediate Supervisor Administrative Staff Other _____

DO NOT immediately evacuate buildings. Information collected should be presented to campus police as quickly as possible. An assessment of information/circumstances will determine further action.

END OF DOCUMENT