



# **SAFETY MANUAL**

June 2020

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## **INTRODUCTION**

This Safety Manual has been developed by faculty, administrators, and staff at South College to facilitate appropriate actions in the event of natural disasters, man-caused emergencies, or campus activity disruptions. Members of the South College Safety Committee are responsible for annual review of the Manual.

The safety rules, procedures, and practices described in this Manual cannot represent every safety protocol or predict every situation requiring action. The Manual is a guideline for action in foreseeable events and a springboard for ongoing personal and institutional awareness.

The safety plan addresses emergency situation and response protocols. Actions appropriate in the event of natural disasters are provided. Tornadoes, winter storms, floods, bomb threats and fires are addressed. Directions for responding to individual or group-led disruptions or obstructive actions are also provided.

The plan will be amended as required for correctness and accuracy. The Knoxville Police Department performs risk management audits upon request.

## EMERGENCY CONTACT PROCEDURES

If an emergency occurs, call 911. Then immediately notify an on-site administrator and the on-campus officer.

### **Main Campus**

Through the Cisco Phone System, the officer at the Main Campus can be reached by dialing **1111**. Through cell phone, the number is **(865) 304-4418**.

### **Parkside Campus**

Through the Cisco Phone System, the officer at the Parkside Campus can be reached by dialing **2222**. Through cell phone, the number is **(865) 304-4858**.

### **Asheville Campus**

Through the Cisco Phone System, the officer at the Asheville Campus can be reached by dialing **3333**. Through cell phone, the number is **(828) 606-1229**.

### **Nashville Campus**

Through the Cisco Phone System, the officer at the Nashville Campus can be reached by dialing **4040**. Through cell phone, the number is **(865) 438-0911**.

### **Atlanta Campus**

Through the Cisco Phone system, the security office can be reached by dialing **5555**. Through direct line, the number is **(404)-456-6958**.

A current telephone contact list is available at the front desk of each campus for necessary notification of off-site administrators.

## GENERAL SAFETY DIRECTIVES

### ***Personal Responsibility***

Most accidents are preventable. The responsibility for safety must be shared by management and college employees. South College is committed to providing a safe working environment for all employees and students. Each employee, supervisor, and administrator are responsible for practicing good safety habits on the job and for reporting hazardous working conditions or unsafe equipment.

Employees are required to exercise due care to prevent injuries to themselves, students, and their fellow workers. Each individual must:

- Comply with all safety directives
- Report potentially dangerous situations
- Wear, as applicable, required protective clothing
- Constantly be alert to unsafe conditions, and report concerns

- Immediately report all accident/incidents including minor cuts, falls and serious situations
- Know evacuation procedures and the location of emergency exits
- Use proper body mechanics for lifting
- Comply with drug-free workplace policies
- Adhere to the No Smoking policies
- Remain calm in an emergency
- Properly store all housekeeping supplies
- Follow manufacturer's instructions regarding instrument operation and maintenance
- Know the location of fire extinguishers and how to operate them

### ***Institutional Responsibility***

South College has secured the services of off-duty police officers (Knoxville, Asheville, and Nashville campuses) or building-owner provided security officers (Atlanta campus) Monday-Friday during campus hours. The officers have the authority to order removal of any undesirable persons from the campus. Police officers have the authority to arrest anyone involved in an illegal action on campus and areas immediately adjacent to the campus. Security officers immediately contact the local police force in relation to any illegal activity. On weekends, when the college is open and an officer is not on duty, the designated building coordinator has the authority to order removal of any undesirable persons from the campus and to contact local police department or another appropriate law enforcement agency (a security officer is on campus during weekend hours at the Atlanta campus). All crimes that occur on South College property are reported to the appropriate law enforcement agency in a prompt and timely manner. South College and the security officers, in addition to having a relationship with local police departments, work closely with other law enforcement agencies (county, state, and federal). If a student violates the South College Student Conduct Standards and Regulations, the security officers and the building coordinators will also report the student to the Director of Student Services at the appropriate campus promptly and accurately. Possible disciplinary action may result.

A Security Agreement is in place for the Knoxville, Nashville, and Asheville campuses regarding local off-duty police officers serving as security for the campuses. The security officer coverage for the Atlanta campus is provided by the building owners and has been confirmed in writing.

### **INCLEMENT WEATHER**

In the case of inclement weather, the first concern of the college is the safety of students, faculty, and staff.

It is the policy of the college to assume that classes will be held as scheduled during all times. If, however, it is determined by college officials that inclement weather, such as snow, ice, storms, high winds, etc. prevents classes from meeting as scheduled, the following procedures for cancellation of classes will occur:

- Severe weather warnings will be monitored. The Campus President or designee will notify the deans/department chairs, faculty, and staff regarding cancellation of classes and/or closure of the college.

When a decision is required before the start of class hours

- Weekday classes will be canceled by 6:30 a.m.
- Evening Classes will be canceled by 4:30 p.m.
- Saturday classes will be canceled by 7:00 a.m.

Note: Faculty and students should not assume that if day classes are canceled, evening classes will also be canceled or vice versa.

- If inclement weather results in a one-hour delay, first period classes (classes beginning at 8:00 or 8:30) will begin one hour late. If inclement weather results in a two-hour delay, first period classes (8:00 or 8:30) will be cancelled. Classes scheduled to begin at 10:15 or 10:30 a.m. will begin at their regular time and four-hour classes (class regularly scheduled from 8:00-12:05) will begin at 10:00 a.m.

Announcements of any cancellations or delays will be made through local television and radio stations. In addition to the television and radio announcements, South College will communicate with students and staff via Omnilert (the College's emergency notification system). All students and staff are automatically registered to receive an email to their South College email account through Omnilert. In addition, a text and phone message will be delivered to the mobile devices of all those who have opted into this feature.

If all faculty and staff are required to leave the campuses by the designated time for a closing, this will be communicated in the notification sent. Otherwise, those that have been provided access to the South College campuses after hours via access card may remain at their own discretion. The buildings will be secured and anyone remaining must have knowledge of how to finalize the building security procedures before leaving to include ensuring no one else remains in the building and arming the alarm system.

When classes are cancelled, communication will be provided by the institution as to the expectation for arrival for staff on the associated day. Those having both an administrative and faculty appointment are required to adhere to directions provided for staff. Those with only faculty appointment should receive communication from the associated dean/chair as to expectations. Office hours scheduled during a cancellation day should be met or arrangements made to make them up. Certain programs have unique faculty assignments which require faculty to be present at off-campus sites regardless of classes being cancelled at South College. Expectations in these situations will be communicated by the associated program. Expectations for students completing off-campus assignments (i.e., clinicals, practicums, student teaching, APPEs, IPPEs) on days when South College campus classes are cancelled or begin at an alternate time should be communicated by the associated programs.

## REPORTING

South College endeavors to provide students and staff with a safe environment. Any occurrences of criminal action or of any emergency should be reported immediately and accurately to a security officer and to the Director of Student Services at the appropriate campus. If an officer is not on duty or the Director of Student Services is not available, go to the nearest college employee who will contact the proper authorities. Any suspicious activity or person seen in the building or in the parking lot loitering around vehicles should be reported to the security officer on duty. On weekends when the campus is open, suspicious activity should be reported to the designed building coordinator, normally located in the front reception area on campus. If you have a safety or security concern, please see one of the following campus authorities:

### *Main Campus and Parkside Campus (Lead Coordinator in Bold)*

- Dean of Academic & Student Services (865-293-4576) – Main Campus, 2nd floor
- Director of Administrative Services (865-251-1817) – Main Campus, 2nd floor
- **Director of Student Services (865-293-4539) – Main Campus, 2<sup>nd</sup> floor**
- Career Services Coordinator (865-251-1820) – Main Campus, 2<sup>nd</sup> floor
- Main Campus Front Desk Coordinator (865-251-1800) – Main Campus 1<sup>st</sup> floor reception area
- Parkside Front Desk Coordinator (865-288-5700) – Parkside Campus, 1<sup>st</sup> floor reception area
- Parkside Resource Center Staff (865-304-4858) – Parkside 1<sup>st</sup> Floor
- Parkside 2nd Floor (865-288-5852)
- Parkside 3rd Floor (865-288-8311)

### *Asheville Campus*

- Campus President/Dean of Academic and Student Services (828-398-2566) – 3<sup>rd</sup> Floor
- **Director of Student Services (828-398-2560) – 2<sup>nd</sup> Floor**

### *Nashville Campus*

- Campus President (865-288-5740) - 6<sup>th</sup> Floor
- Dean of Academic and Student Services (629-802-3015) - 6<sup>th</sup> Floor
- **Director of Student Services (629-802-3050) - 1<sup>st</sup> Floor**

### *Atlanta Campus*

- Campus President – (470-322-1210) – 2nd Floor
- Dean of Academic and Student Services – (470-322-1211) – 2nd Floor
- Director of Student Services (470-322-1212) – 2<sup>nd</sup> Floor

Additionally, you may report your concern to the Security Officer on duty who will notify school officials. Another option is to call 911 and report the issue to local police authorities. The cooperation of all campus community members is needed in order to maintain a safe campus.

## Sheltering on Campus

Sheltering inside the campus building may be the safest action depending upon the emergency. In the event of a tornado, active shooter, or hazmat spill, for example, proceed to the best available location. These locations are described in the Safety Manual. Below are some basic guidelines:

- If you are inside a campus building when directed to seek shelter, find the best available location within the building for shelter. If you are in the campus parking lot, proceed to the closest campus entrance as quickly as possible. Continue to monitor campus communications and do not exit unless directed.
- In the case of severe weather or other threats to the building's integrity, you should seek an interior room as low in the building as possible, preferably with no windows.
- For sheltering from hazardous materials release, seek shelter and shut off ventilation if possible and use available materials to seal windows and doors.
- Response to an active shooter event depends on where you are on campus in relation to the threat. Barricading in a room is a form of sheltering and the proper response for most of the campus.

### ACTIVE SHOOTER

- If you believe there is an active shooter on campus immediately contact the police officer on campus at **(865)304-4418 (Main Campus), (865)304-4858 (Parkside), (828)606-1229, (828)398-2500 (Asheville), (865) 438-0911 (Nashville), or (404)-456-6958(Atlanta).**
- If you get no immediate answer, dial 911.
- Remain calm and quickly assess your situation. Try to determine where the shooter might be located but **DO NOT** approach them.
- **If it is safe**, find the quickest evacuation route and leave the building. Advise others with you to follow you. Avoid the elevators and check the stairways to ensure they are safe to use. Once you reach the outside of the building seek a safe place to gather away from the building until contacted by the police.
- **If it is not safe to evacuate the building** try to find a classroom or office where you can shelter in place. Close and lock the door, stay away from windows and shut off the lights. Mute your cellphone and if necessary barricade the door with furniture or other objects that you can find.
- Stay put until you can reach the police by phone or are contacted by a recognized South College administration representative.

### HAZMAT SPILL

- In the event of a hazmat spill immediately leave the area if it is safe to do so.
- Remain calm and call the campus police officer and notify the front desk receptionist or night coordinator. If medical assistance is needed call 911.
- Provide emergency responders with as much information as possible about the nature of the spill if anyone is injured and the materials that are involved.

## BOMB THREATS

Upon receipt of a bomb threat either by phone or other communication of a mass threat:

- Obtain as much information as possible from and about the caller. Listen and do not interrupt. Try to write down the entire message.
- Try to keep the caller talking. Call 911 immediately and contact the campus police officer at **(865)304-4418 (Main Campus)**, **(865)304-4858 (Parkside)**, **(828)606-1229 or (828)398-2500 (Asheville)**, or **(865) 438-0911 (Nashville)**.
- Avoid using cellphones to make the call. Do not activate the fire alarm. If an evacuation is ordered follow the instructions provided in the evacuation information in this guide.

## TORNADOES

The National Weather Service issues two types of tornado alerts.

- Tornado Watch - conditions are conducive to the development of tornadoes.
- Tornado Warning - funnel or tornado has been sighted or one is very likely to form based on radar observations. Protective measures should be taken immediately.

### ***During a Tornado Watch***

Administrative and front desk personnel should:

- Receive notification of impending severe weather.
- Monitor weather alerts through radio or other dependable means.
- Faculty should evacuate labs with equipment that could become projectiles.

### ***Tornado Warning***

If there is sufficient time to take shelter, all occupants must:

- Go directly to an enclosed, windowless area in the center of the building – away from glass and on the lowest floor possible.
- Crouch down and cover your head.
- Interior stairwells are usually good places to take shelter, and if not crowded, allow you to move to a lower level quickly.
- Stay off the elevators; you could be trapped in them if the power is lost.
- Stay there until you are told that it is safe to leave your assigned area

\*Preferred Shelter Areas: Against interior walls located furthest from exterior wall

**Main Campus -Tornado Shelter Areas-** All rooms without exterior windows, to include

- All admissions' offices except the one closest to the copier, admissions director, and associate director's offices
- First floor kitchen
- Hallways outside of admission offices
- Room 110, smaller PTA Lab **if equipment is secured**
- Room 110A, PTA lab storage (closet) **if equipment is secured**
- First floor main hallway on the first floor and as far away from glass as

possible. The women's restrooms on the east side of the Main Campus building do not have windows.

- Room 112
- Library computer room, Catalog librarian's closet and head librarian's office

**Parkside Campus- Tornado Shelter Areas**

<b>Classroom #</b>	<b>Location</b>
<b>101 (conference room)</b>	On each side of interior walls between 102 and 103 (away from doors)
<b>102 (education resource)</b>	Follow directions for education office
<b>103 (50)</b>	Interior wall between pole after 107 and mid hall (north wall)
<b>105 (21)</b>	Middle interior hall across from restrooms
<b>107 (50)</b>	Interior wall between pole after 107 and mid hall (south wall)
<b>108 Conference room</b>	Lower blinds, go under table and/or back storage Closet
<b>110 (study room)</b>	Go into room 112, follow directions for that room
<b>111 (50)</b>	Assemble on interior walls on each side of hall between 111 and the library; stay away from doors
<b>112 (32)</b>	Move to east side of classroom; get on floor away from door
<b>113, 114, 115, 116</b>	Move to women's restroom closest to student center
<b>Library</b>	Office and workroom behind main library desk
<b>Curriculum lab</b>	Students in curriculum lab move to interior closet inside lab
<b>Auditorium</b>	Move to east side of auditorium
<b>201 (62)</b>	Go down east stairwell to first floor; north interior hall between 103 and mid hall restrooms; stay away from doors
<b>203 and 205 (82)</b>	Go down east stairwell to first floor; south interior hall between 103 and mid hall restrooms; stay away from doors
<b>213 (30)</b>	Go down west stairwell to first floor; south interior hall between 103 and mid hall restrooms; stay away from doors
<b>Labs on second floor</b>	Follow directions for nearest classroom to lab
<b>301 (32)</b>	Go down west stairwell to first floor; assemble on interior walls on each side of hall between 111 and the library; stay away from doors
<b>302 (28)</b>	Go down west stairwell to first floor; seek shelter in men's restroom nearest student center
<b>304 (25)</b>	Go down west stairwell to first floor; seek shelter in women's restroom nearest student center
<b>306 (90)</b>	Go down west stairwell to first floor; assemble on interior walls on each side of hall between 111 and the library; stay away from doors
<b>Lab and simulation rooms</b>	Follow directions for nearest classroom to your location

**First Floor Offices: Admissions, Financial Aid, IT, Pharmacy, Education**

<b>Classroom #</b>	<b>Location</b>
150	Go to alcove beside west end elevator; close double doors
151	Go to alcove beside west end elevator; close double doors
152	Go to alcove beside west end elevator; close double doors
153	Go to room 166; close door; get under desk
154	Go to room 165; close door; get under desk
155	Go to room 164; close door; get under desk
156	Go to room 163; close door; get under desk
157	Go to room 162; close door; get under desk
158	Go to room 162; close door; get under desk
159	Go to room 161; close door, get under desk
160	Go to room 161; close door, get under desk
161	Close door, get under desk
162	Close door, get under desk
163	Close door, get under desk
164	Close door, get under desk
165	Close door, get under desk
166	Close door, get under desk
167	Go to room 177; close door, get under desk
168	Go to room 176; close door, get under desk
169	Go to room 176; close door, get under desk
170	Go to room 176; close door, get under desk
171	Go to room 176; close door, get under desk
172	Go to room 176; close door, get under desk
173	Close door, get under desk
174	Close door, get under desk
175	Close door, get under desk
176	Close door, get under desk

**Second Floor: Pharmacy**

<b>Classroom #</b>	<b>Location</b>
250-271	Take west stairwell to first floor; take shelter in restrooms across from the stairwell door
258-275	Take middle stairwell near 272 to first floor; take shelter in stairwell away from the door

**Third Floor: PA and Nursing**

350-377	Go down west stairwell to first floor; take shelter in first floor stairwell away from door
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**Asheville Campus - Tornado Shelter areas** - All rooms without exterior windows, to include:

- First floor bookstore area, first floor bathrooms, library study rooms 102F and 102E, Library Office 102C; room 106, room 122, and 121 in admissions hallway
- North and south stairwells
- Second floor hallway closet across from room 212, room 223, adjunct office room 224, bathrooms
- Third floor hallway closet across from room 305, executive suite hallway, 3<sup>rd</sup> rooms 319, 318, bathrooms
- Fourth floor hallway closet, rooms 432, 433, 434, room 423, 424, 425, bathrooms

**Nashville Campus - Tornado Shelter areas**

- Center Stairwell - All Floors

**Atlanta Campus - Tornado Shelter areas**

- Center Stairwell - All Floors

## **FIRE**

All South College buildings have an approved alarm system and functioning fire extinguishers. The Fire Department does not require that evacuation routes be posted. Exit from the nearest stairwell or door.

### ***Fire Response***

When a fire is discovered, remember **R-A-C-E**. **Rescue** those persons who are closest to the fire. Sound the **Alarm** and dial 911 to alert the fire authorities. If possible, **confine** the fire with a fire extinguisher. **Evacuate** the building.

### **Fire Response Instructions for All Campuses**

- Sound the Alarm
- Open all essential exterior doors. The exit doors are designed to push open from inside; evacuee will open these as needed.
- Ensure that rooms are cleared properly
  - Tell students which exit to use – the nearest one.
  - Remind everyone to meet together in the designated place for roll call.
  - Count students as they leave.
  - Make sure everyone has left the room.
  - Take roster.
  - Close the classroom door.
  - Assist other instructors in holding open stairwell and exit doors.
- Guide people to safety
  - Keep door open.
  - Give directions to safe place.
  - Remind classes to remain quiet and stay together for roll call.
  - The safe place is the parking lot/overflow area north of the building and closest to the entrance of the campus (Main Campus), fourth tier of the

parking lot (Parkside), west of the building (Asheville), and the overflow parking area west of the building (Nashville).

- Evacuating a disabled person—wheelchair bound or unable to descend stairs
  - Option 1: Area of refuge  
The student can be stationed in a stairwell without windows with a South College faculty or staff member “buddy.” This includes all stairwells except the south-facing stairwell exiting the faculty area and class rooms 310-313 (Main Campus). A third party must go immediately to notify the police or fire personnel of the location of those persons. This option is preferred during a known evacuation practice drill.
  - Option 2: Carry to safety  
If a student is known to be wheelchair bound or unable to descend stairs, the primary Department Chair is responsible for training sufficient faculty (and students if necessary) in appropriate “carry” methods in order to safely evacuate the disabled student. If fire danger is imminent, on-site faculty must determine the appropriate action – “area of refuge” in an enclosed stairwell or evacuation requiring a carry to safety.
- Supervise gathering at safe place
  - Staff and faculty posted at exits encourage students to cross to designated safe place.
- Roll call and all-clear signal
  - Each instructor takes roll and reports results to designated person.
  - An all-clear signal is given by the designated person.

***Fire Drills/Evacuation***

Drills will be carried out periodically (at least annually) so that all persons on campus will be familiar with proper procedures.

**Fire Drill Checklist—All Campuses**

Date	☑	Items	Responsible Party-Day	Responsible Party-Evening
		Timing of Drill	Representative of Administration and designee of Safety Committee Chairperson	Representative of Administration and designee of Safety Committee Chairperson
		Sound Alarms	Designated person finds fire, pulls the alarm, and notifies the front desk or the security guard	Designated person finds fire, pulls the alarm, and notifies the front desk or the security guard
		Open Doors	Push open freely, so	Push open freely, so

Date	☑	Items	Responsible Party-Day	Responsible Party-Evening
			evacuees will open them as needed.	evacuees will open them as needed.
		Clear Rooms and Close Doors	On-site faculty and staff	On-site faculty and staff
		Check Class Roll on Reaching the Safe Lots	Faculty should account for all students and gather unsupervised students into safe area.	Faculty should account for all students and gather unsupervised students into safe area.

**Fire Extinguishers—Main Campus**

First Floor:

- Side entrance near Student Center
- Exit near PTA area
- Main hall outside restrooms on east side
- Library-on pillar near back exit

Second Floor:

- Lab room 220
- End of hall outside room 222
- Lab room 223
- Financial Aid hall in Student Services area
- Hall outside faculty cubicle area

Third Floor:

- End of hall outside room 322
- End of hall outside room 313
- Wall near exit near room 330
- Executive office area

**Fire Alarm Pulls—Main Campus**

First Floor:

- Fire exit stairwell near Student Center
- Side entrance near Student Center
- Exit door in Student Center
- Door to main hall from Student Center
- Front door
- Back door (glass vestibule)
- Hallway next to side doors by library
- Library by main entrance, by double doors facing the interstate, and by back exit.

Second Floor:

- Outside stairwell near room 222

- Inside faculty area door
- Outside restrooms on east side
- Outside stairs near restrooms on west side
- Inside door of Student Services area
- Stairwell at back of Student Services area
- Outside stairwell in faculty area

Third Floor:

- Outside stairwell near room 322
- Outside stairwell near rooms 313 and 312
- Across from restrooms on east side
- Wall outside men's restroom on east side
- Outside stairwell near restrooms on west side
- Outside exit near room 330

### **Fire Extinguishers—Parkside Campus**

First Floor:

- Wall outside the library
- Emergency exit west side of auditorium

Second Floor:

- Lab room 206
- Lab room 208
- Lab room 209
- Lab room 211
- Hall outside 221
- Faculty offices hallway-pharmacy practices

Third Floor:

- Student locker area
- Outside room 301
- Outside room 302

### **Fire Alarm Pulls—Parkside Campus**

First Floor:

- Inside door of administrative entrance
- Inside door of student entrance
- Exit door in library
- Inside door to atrium and emergency exit from glass hallway
- Inside hall north end of auditorium
- Emergency exit auditorium
  - East stairwell beside emergency exit

Second Floor:

- Main stairwell outside main Pharmacy entrance
- Outside room 203
- West stairwell

Third Floor:

- West stairwell
- East stairwell

## **Fire Extinguishers Locations—Asheville Campus**

First floor:

- Across from room #113
- Beside entrance/exit to stairwell B (south)
- Next to room #102B (library entrance from student lounge)

Second floor:

- Beside room #216
- Across from room #222
- Across from the elevator entrance/exit

Third floor:

- Across from the elevator entrance/exit
- Beside room # 301
- Beside the entrance/exit to stairwell B (south)

Fourth floor:

- Across from room #419
- Across from the elevator entrance/exit
- Next to room #414

## **Fire Alarm Pulls—Asheville Campus**

First floor:

- At the building main entrance/exit
- East wall of the student lounge
- At the south entrance/exit door in the stairwell

Second floor:

- Beside the stairwell A (north) entrance/exit
- Beside the stairwell B (south) entrance/exit

Third floor:

- Beside the stairwell A (north) entrance/exit
- Beside the stairwell B (south) entrance/exit

Fourth floor:

- Beside the stairwell A (north) entrance/exit
- Beside the stairwell B (south) entrance/exit

## **Fire Extinguishers Locations—Asheville Campus**

First floor:

- Across from room #113
- Beside entrance/exit to stairwell B (south)
- Next to room #102B (library entrance from student lounge)

Second floor:

- Beside room #216
- Across from room #222
- Across from the elevator entrance/exit

Third floor:

- Across from the elevator entrance/exit
- Beside room # 301
- Beside the entrance/exit to stairwell B (south)

Fourth floor:

- Across from room #419
- Across from the elevator entrance/exit
- Next to room #414

### **Fire Alarm Pulls—Nashville Campus**

First floor:

- Adjacent to the central stairwell door
- Adjacent to the back entrance door
- Across from Office 116

Second floor:

- Adjacent to the central stairwell door
- Adjacent to the West stairwell door
- Adjacent to the East stairwell door
- Adjacent to the main classroom entrance doorway

Third floor:

- Adjacent to the central stairwell door
- Adjacent to the East stairwell door
- Adjacent to the main classroom entrance doorway

Fifth Floor:

- Adjacent to the central stairwell door
- Adjacent to the West stairwell door

Sixth Floor

- Adjacent to the central stairwell door
- Adjacent to the east entrance

### **Fire Extinguishers Locations—Nashville Campus**

First floor:

- Adjacent to the East stairwell door
- Adjacent to the back entrance

Second floor:

- Adjacent to the West stairwell door
- Adjacent to the East stairwell door
- Adjacent to the main classroom entrance doorway
- Outside of Room 202
- Outside of Room 209
- Outside of Room 216
- Across from Room 219

Third floor:

- Adjacent to the West stairwell door
- Adjacent to the main classroom entrance doorway

Fifth Floor:

- Adjacent to the West stairwell door
- Adjacent to the main classroom entrance doorway

Sixth Floor

- Adjacent to the main office suite Door
- To the right of the entrance of the large room adjacent to the kitchen

### **Fire Alarm Pulls Locations—Atlanta Campus**

- Adjacent to North exit door
- Adjacent to East stairwell door
- Adjacent to West stairwell door

### **Fire Extinguishers Locations—Atlanta Campus**

- First floor left hallway by lobby
- In File Room on first floor
- On back side of Data/Copy room on first floor
- By rear entry door on first floor
- Inside second floor student center by rear exit
- East second floor hallway outside of student center
- Adjacent to classroom 204
- Hallway by exam rooms
- Adjacent to Sim Lab 218A
- In classroom 220
- Adjacent to classroom 223
- By north exit door – second floor
- Adjacent to classroom 225
- Adjacent to classroom 228
- Adjacent to classroom 231

### **Evacuation Procedure-Main Campus**

#### General Procedures:

- Remain calm
- Do not call 911 unless trapped by the fire
- Faculty/Supervisors - Direct students/staff to leave their belongings
- Shut your door and leave it unlocked
- Exit in single file down staircases and hallways and go to lower third level toward Main Campus drive. Please do not stand in the driveway.
- All faculty, staff, and students will assemble [gather] at the 1<sup>st</sup> parking lot on the right from the entrance of the college.
- All faculty, staff, and students will assemble [gather] at the 1<sup>st</sup> parking lot on the right from the entrance of the college.
- Faculty - Bring your roster with you.
- Faculty should keep students with them and immediately take roll if possible, to account for everyone assigned to them. **\*\*Please report on your classroom's completed evacuation to the Safety Coordinator.**
- The Safety Coordinator will account for the presence of everyone by checking with each faculty member.
- If you are trapped in classroom, keep the door closed.
- Call 911 and notify the officer on duty at Main Campus.
- If fire, place a towel or garment under the door; wet if possible.
- Open or break window if necessary and escape through the window if possible.

**\*Main Campus – General Evacuation Route**

- Exit in single file down staircases and hallways and go to lower third level toward Lonas drive. Please do not stand in the driveway.
- All faculty, staff, and students will assemble [gather] at the 1<sup>st</sup> parking lot on the right from the entrance of the college

**Evacuation Procedure-Parkside Campus**

General Procedures:

- Remain calm.
- Faculty/Supervisors - Direct students/staff to leave their belongings.
- Shut your door and leave it unlocked.
- **Exit in single file down staircases and hallways and go to the 4<sup>th</sup> tier of the parking lot toward Parkside. Do not assemble in the side parking lot closest to I-40W.**
- Faculty - Bring your roster with you.
- Faculty should keep students with them and immediately take roll if possible, to account for everyone assigned to them. **\*\*Please report on your classroom’s completed evacuation to the Safety Coordinator.**
- The Safety Coordinator will account for the presence of everyone by checking with each faculty member.
- If you are trapped in classroom, keep the door closed.
- Call 911 and notify the officer on duty at Parkside.
- If fire, place a towel or garment under the door; wet it if possible.
- Open or break the window if necessary and escape through the window, if possible.

**\* Parkside Campus Evacuation Route**

<b>Rooms</b>	<b>Evacuation Route</b>
150, 151, 152, 153, 154, 155, 164, 165, 166 Restrooms, Student Center, Kitchen	Student Center Emergency Exit by Vending
108, 109, 110, 111, 112 Library, Computer Lab, Curriculum Lab	Library Emergency Exit
156, 157, 158, 159, 160, 161, 162, 163, Main Lobby, Restrooms	Administrative Exit
101, 102, 103, 105, 107, 108, 167, 168, 169, 171, 172, 173, 174, 175, 176, 177	Administrative Exit
250, 251, 252, 253, 254, 255, 256, 257, 263, 264, 265, 266, 267, 268, 269, 270	West Stairwell, Right Hand Side
271, Restrooms, 208, 210, 211, 213, 215, 217, 219, 221	West Stairwell, Right Hand Side
203, 205, 209, 209, 258, 259, 260, 262, 270, Restrooms	Central Stairwell, Right Hand Side
Restrooms, 203, 205, 207, 209, 258, 259, 260, 262, 272	Central Stairwell, Right Hand Side
201, Faculty and Staff Break Room, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282	East Stairwell
Third Floor Faculty Hallway, 350-371	West Stairwell, Left Hand Side
306, 373, 374, 375, 376, 377	West Stairwell, Left Hand Side

<b>Rooms</b>	<b>Evacuation Route</b>
301, 303, 305, 307, Sim-Control Room, 322	Central Stairwell, Left Hand Side
302, 304, 308, 310, 312, 314, 316, 318, 320	Central Stairwell, Left Hand Side

### **Evacuation Procedure-Asheville Campus**

General Procedures:

- Remain calm.
- Faculty/Supervisors - Direct students/staff to leave their belongings.
- Shut your door and leave it unlocked.
- Faculty - Bring your roster with you.
- Faculty should keep students with them and immediately take roll to account for everyone assigned to them. **\*\*Please report on your classroom's completed evacuation to the Safety Coordinator.**
- The Safety Coordinator will account for the presence of everyone by checking with each faculty member.
- If you are trapped by fire, keep the door closed.
- Call 911 and notify the officer on duty at Asheville.
- If fire, place a towel or garment under the door; wet it if possible
- Open or break the window if necessary and escape through the window, if possible.

#### **\*Asheville Campus Evacuation Route**

<b>Rooms</b>	<b>Evacuation Route</b>
Library, Student Lounge, room 104	Student Center Exit
Front Desk, Assistant Registrar's Office 114, 1 <sup>st</sup> Floor Restrooms	Front Door Exit
Admission Offices: 108, 109, 110, 111, 112, 113	1 <sup>st</sup> Floor Emergency Exit (by South Stairwell)
Second Floor Offices: 219, 220, 221, 222, 223, 224, 225, 226, 227, 201, 201, 203, 204, 205, 206, 207, 208, 210, Faculty Break Room, Restrooms	North Stairwell
Second Floor Classrooms: 212, 213, 214, 215, 216, 217, 218	South Stairwell
Third Floor Classrooms: 304, 303, 301, Restrooms	North Stairwell
Third Floor Classrooms and Offices: 305, 306, 308, 309, 310, 311, 318, 319	South Stairwell
Fourth Floor Offices and Restrooms: 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 417, 418, 419, 422, 423, 424, 425, 426, 427, 428, 429	North Stairwell
Fourth Floor Classrooms: 411, 412, 413, 414, 415, 416, 431, 432, 433, 434, 436	South Stairwell

### **Evacuation Procedure-Nashville Campus**

General Procedures:

- Remain calm.
- Faculty/Supervisors - Direct students/staff to leave their belongings.

- Faculty - Bring your roster with you.
- **Exit in single file down staircases and hallways and go to west overflow parking close to the Marriott Hotel.**
- Faculty should keep students with them and immediately take roll if possible, to account for everyone assigned to them. **\*\*Please report on your classroom's completed evacuation to the Safety Coordinator.**
- The Safety Coordinator will account for the presence of everyone by checking with each faculty member.
- If you are trapped by fire, keep the door closed
- Call 911 and notify the officer on duty at Nashville.
- If fire, place a towel or garment under the door; wet it if possible.
- Open or break the window if necessary and escape through the window, if possible.

**\*Nashville Campus Evacuation Route**

<b>Rooms</b>	<b>Evacuation Route</b>
Dental Clinic, First Floor Restrooms, Student Services, Financial Aid	Back Door Exit
Front Desk, Admissions Offices	Front Door Exit
Second Floor Offices	East Stairwell
Second Floor Restroom	Central Stairwell
Second Floor Classrooms, Faculty Break Room, Resource Center	West Stairwell
Third Floor Classrooms	West Stairwell
Third Floor Restroom	Central Stairwell
Fifth Floor Classrooms, Simulation Center	West Stairwell
Fifth Floor Restroom, Student Center, Offices	Central Stairwell
6 <sup>th</sup> Floor Offices, Kitchen, Conference Room, Restrooms	Central Stairwell

**Evacuation Procedure-Atlanta Campus**

General Procedures:

- Remain calm.
- Faculty/Supervisors - Direct students/staff to leave their belongings.
- Faculty - Bring your roster with you.
- Exit in single file down staircases and hallways and go to lower third level toward Main Campus drive. Please do not stand in the driveway.
- All faculty, staff, and students will assemble [gather] at the 1st parking lot on the right from the entrance of the college.
- All faculty, staff, and students will assemble [gather] at the 1st parking lot on the right from the entrance of the college.
- Faculty should keep students with them and immediately take roll if possible, to account for everyone assigned to them. **\*\*Please report on your classroom's completed evacuation to the Safety Coordinator.**
- The Safety Coordinator will account for the presence of everyone by checking with each faculty member.
- If you are trapped by fire, keep the door closed
- Call 911 and notify the officer on duty at Nashville.

- If fire, place a towel or garment under the door; wet it if possible.
- Open or break the window if necessary and escape through the window, if possible.

**\*Atlanta Campus Evacuation Route**

<b>Rooms</b>	<b>Evacuation Route</b>
Front Desk, Admissions, Financial Aid, Student Services, Registrar	Front Door Exit
1 <sup>st</sup> Floor Faculty, Staff, and Administration	Back Door Exit
Student Center and 2 <sup>nd</sup> Floor Offices	Center Stairwell & Front Door Exit
Rooms 204, 216, 221, 222, 218, 219, 231, 232, 233	Center Stairwell & Front Door Exit
Rooms 223, 225, 226, 227, 228	Back Second Floor Stairwell/Exit

**INFLUENZA/VIRUS PREPAREDNESS**

Influenza/Virus Preparedness recommendations include awareness of hand hygiene, respiratory hygiene, and social distancing. Dispensers of hand sanitizer are available in common locations at each campus. Influenza/Virus hygiene reminder posters are displayed throughout the college facilities.

Administrative communications will be provided during an epidemic/pandemic to indicate procedures and measures to be taken, including method of course and service delivery, required faculty and staff working requirements, and availability of physical campus facilities. Procedures for return to work for those having the virus will include requirements for being free of fever for a designated period without analgesics and any other identified symptoms. All cases of influenza/virus should be reported to the Vice President of Talent and Human Resources. Mandates from local health departments and CDC, as well as local, state, and federal governments are implemented.

**MEDICAL EMERGENCIES**

A medical emergency is any medical incident which requires intervention beyond basic first aid.

First aid kits are maintained at several locations on each campus.

The Automated External Defibrillator (AED) is on the second floor of the Main Campus next to the elevator, at the Parkside Campus on the second floor, on the fourth floor in room 402 at the Asheville Campus, in the Resource Center at the Nashville Campus, and on the second floor next to the elevator at the Atlanta campus.

In case of a major medical emergency, dial 911 and then notify the campus police officer, front desk receptionist or the evening coordinator.

A college representative must remain at the scene until assistance arrives.

Each incident requires completion of an Incident Report form (located on the faculty portal) which is then sent to the campus dean.

### ***First Aid***

First aid kits are located in the following locations:

Main Campus:

- Front Desk
- Kitchen
- RAD Lab—Room 330
- MA Lab—Room 311
- PTA Labs—Rooms 110 & 111
- Other labs—Rooms 220 & 223
- Library

Parkside Campus:

- Library
- Front Desk
- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Floor mailrooms

Asheville Campus:

- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, Floor copy/work areas

Nashville Campus:

- Front Desk, 2<sup>nd</sup> Floor Administrative Assistant Desk, 6<sup>th</sup> Floor Kitchen

Atlanta Campus:

- Front Desk, 1<sup>st</sup> Floor

### **Recommended Contents**

- 2 pairs of medical exam gloves
- 1 absorbent compress (32 square inches with no side smaller than 4")
- 4 sterile dressings (3" x 3")
- 16 Adhesive bandages (1" x 3")
- Adhesive tape (3/8" x 5 yards)
- Individual use antiseptic applications (10, 0.5 g application)
- Individual use burn treatment applications (6, 0.9 g application)
- Triangular bandage (40" x 40" x 56")
- CPR barrier protection
- Instant cold compress

**Optional items:** Scissors with rounded tips, tweezers, gauze roller bandage (2" x 6 yards), oral analgesics (4 individual doses of analgesics that do not cause drowsiness), antibiotic treatments (2 individual doses), eyewash (2 individual

applications of sterile, isotonic, buffered solution, 15 ml each), bandage compresses (2" x 2", 3" x 3", and 4" x 4"), plastic bags.

First aid kits should be inspected at least once per quarter. The chairperson of the Safety Committee may be contacted for refill supply information.

### **HOSTILE, COMBATIVE & POTENTIALLY PHYSICALLY HARMFUL SITUATIONS**

Should an individual who has been identified as a potential threat to a member of the South College community appears on campus, these procedures should be followed:

- Ask the perpetrator to leave the premise immediately and advise him/her that if he/she remains, the police will be notified.
- Warn the perpetrator, that if he/she does not leave, he/she will be in violation of criminal statues from the Penal Code of Tennessee/North Carolina/Georgia and will be subject to prosecution for violating the Penal Code of the State of Tennessee/North Carolina/Georgia.
- Contact another South College employee or the Campus police officer for assistance and to serve as a witness. If the perpetrator does not leave immediately, notify the Campus Police Officer or call 911.

If **violence** occurs or there is an **immediate threat of violence**

- Instruct bystanders (if any) to leave the area immediately and then leave the area yourself.
- If leaving the scene is not possible, lock yourself in a secure area.
- If possible, dial 911 and give responder as many details as possible.

#### ***Hostage Situation***

If you are involved in a **hostage situation**

- Dial 911, if possible, and give as many details as possible including number of persons.
- Do what you are told without argument.
- Do not attempt to negotiate or argue with the hostage taker.
- Try to get others to remain calm.
- Encourage others to do as they are instructed by the hostage taker.

If you **see or hear of a hostage situation**

- Immediately remove yourself from danger
- Call 911 or the Campus police officer
- Provide as much information as possible such as:
  - Your name and location
  - Number of possible hostages
  - Number and description of hostage takers
  - Any injuries to hostages or the presence of weapons

### **Media Policy**

- If members of the media are seen on campus covering an emergency situation, the front desk receptionist or evening campus coordinator should be notified immediately.
- All questions will be referred to the Chancellor's office or the Campus President's office.

### **Sexual Assault**

If you are made aware that someone on campus has been the victim of sexual assault reassure the victim that they are safe and encourage them to report the incident and seek medical assistance. Ultimately the victim must decide the best course of action for them.

Deputy Title IX Coordinator at the Main Campus and Parkside Learning Site  
Dr. A.J. Chase, Vice President for Student Success  
3904 Lonas Drive, Knoxville, TN 37909  
achase@south.edu, 865-293-4576

Deputy Title IX Coordinator at the Asheville Learning Site  
Dr. Lisa Satterfield, Dean of Academic and Student Services  
140 Sweeten Creek Road, Asheville, NC 28803  
lsatterfield@south.edu, 828-398-2566

Deputy Title IX Coordinator at the Nashville Learning Site  
Dr. Holly Paul, Dean of Academic and Student Services  
616 Marriott Drive, Nashville, TN 37214  
hpaul@south.edu, 629-802-3015

Deputy Title IX Coordinator at the Atlanta Learning Site  
Dr. Danielle Kwasnik, Dean of Academic and Student Services  
2600 Century Parkway NE, Atlanta, GA 30345  
dkwasnik@south.edu, 470-322-1211

Deputy Title IX Coordinator for Online  
Dr. Ted Richardson, Dean of Academics Online  
3904 Lonas Drive, Knoxville, TN 37909  
trichardson1@south.edu, 912-272-8256  
Deputy Title IX Coordinator:

Mr. Randall Carr, Vice President of Talent Management & Human Resources  
3904 Lonas Drive, Knoxville, TN 37909  
randall.carr@south.edu, 865-293-4550

Provide them with the following options:

- Report the incident to the campus Title IX Deputy Coordinator or police officer.
- Seek professional help from an off-campus sexual assault treatment center.

### Resources for Victims of Sexual Misconduct

The resources listed below are not exhaustive or limited to victims who wish to make an official report or participate in an institutional hearing, police investigation or criminal prosecution. However, in cases where a victim wishes to maintain complete confidentiality, the victim should review carefully Section IV above related to the limits on the College's ability to maintain confidentiality.

#### **Law Enforcement and Additional Resources:**

Knoxville Police Department (KPD)  
800 Howard Baker Jr. Ave  
Knoxville TN 37915  
865-215-7000  
<http://www.cityofknoxville.org/kpd/>

Knox County Sherriff  
400 Main Street Suite L165  
Knoxville TN 37902  
865-215-2444  
<http://www.knoxsheriff.org/index.php>  
Family Justice Center  
400 Harriet Tubman Street  
Knoxville, TN 37915  
24/7 Helpline – 865-521-6336  
865-215-6800  
<http://fjcknoxville.com/>

Sexual Assault Center  
6215 Kingston Pike  
Knoxville TN 37919  
24/7 Crisis line – 865-522-7273  
Office – 865-558-9040  
[www.mcnabbcenter.org/sacet](http://www.mcnabbcenter.org/sacet)

Asheville Police Department (APD)  
100 Court Plaza  
Asheville, NC 28801  
828-252-1110  
[www.ashevillenc.gov](http://www.ashevillenc.gov)

Buncombe County Sheriff  
60 Court Plaza  
Asheville, NC 28801  
828-255-5000  
<http://www.buncombecounty.org/governing/depts/sheriff>

Our VOICE  
44 Merimon Avenue

Asheville, NC 28801  
Office Telephone: 828-252-0562  
Crisis Line: 828-255-7576  
<http://www.ourvoicenc.org>

Nashville Police Department  
5101 Harding Place  
Nashville, TN 37211  
615-862-7744  
<https://www.nashville.gov/Police-Department/Precincts/South-Precinct.aspx>

Chamblee Police Department  
3518 Broad St.  
Chamblee, GA 30341  
<https://www.chambleega.com/491/Police>

### **On-line Resources:**

- TN State Coalition Against Rape- <http://tncoalition.org/>
- TN State Coalition Against Domestic Violence- <http://tncoalition.org/>
- Pandora's Project- <http://www.pandys.org>
- Rape, Abuse, and Incest National Network- <http://www.rainn.org>
- Department of Justice, Information for Crime Victims- <http://www.justice.gov/actioncenter/find-help-and-information-crime-victims>
- Department of Education, Office for Civil Rights- <http://www2.ed.gov/about/offices/list/ocr/index.html>
- North Carolina Coalition Against Sexual Assault- [www.nccasa.org](http://www.nccasa.org)
- The Hot Line- <http://www.thehotline.org/>. Website for LGBTQ survivors of sexual or domestic violence and minority women survivors of sexual or domestic violence
- Atlanta Community Policing Programs- <http://www.atlantapd.org/community/community-policing-programs>
- Nashville Community Outreach Programs- <https://www.nashville.gov/Police-Department/Community-Programs.aspx>
- Georgia Coalition Against Domestic Violence- <https://gcadv.org/learn/public-policy/>
- Women's Resource Center to End Domestic Violence (Atlanta)- <https://www.wrcdv.org/>
- Partnership Against Domestic Violence (Atlanta)- <https://padv.org/>

### ***Suicide Attempt***

If someone is threatening to commit suicide:

- Remain calm.
- Contact the campus police officer or call 911, as soon as possible. Do not

- leave the person alone, **if you can do so safely.**
- If weapons are present leave the area immediately. Do not attempt to intervene but simply calmly talk to the person until the police arrive, **if you can do so safely.**

If there is a suicide:

- Call the campus police officer, or 911, immediately and wait for first responders to arrive **if you can do so safely.**
- Do not touch anything.
- Keep the area clear of bystanders.
- Provide as much information as possible to first responders once they arrive.

### ***Stalking/Intimate Partner Violence (IPV)***

If someone discloses to you that they are the victim of intimate partner violence or are being stalked, you should try to determine if they are in immediate or imminent danger of violence from the perpetrator. If they are in **imminent danger**: locate a safe place to contact the campus police officer or call 911.

If they are **not immediately at risk**, advise the individual to **contact the appropriate Title IX Coordinator as listed above.**

### ***Suspicious Package***

- The discovery of any suspicious package or substance located on South College property should be immediately reported to the campus police officer or the front desk receptionist.
- Do not touch the object and leave the area immediately.
- If you feel you have been exposed or contaminated by the package or substance wash all affected areas immediately and call 911.
- **Do not use a cellphone near the area of the package.**
- Stay clear of the area until advised it is safe to return by emergency personnel or a member of the South College administration.

### ***Theft or Robbery***

- In the event of a theft of property from a classroom, office or personal vehicle occurring at South College contact the campus police officer immediately.
- In the event of the robbery of a person on campus where violence or the threat of violence was used to take property immediately notify the campus officer or call 911.
- These incidents should also be reported to the front desk receptionist or night time class coordinator.

## **WEAPONS ON CAMPUS**

If you observe a weapon on campus:

- Immediately contact the campus police officer to report the incident.
- If you are in danger leave the area and communicate the location of the weapon and circumstances to the officer.

If you observe someone with a weapon on campus (other than security personnel):

- Remain calm and immediately contact the campus police officer or call 911 **as soon as it is safe to do so.**
- Relay as much information as possible about the person with the weapon such as their physical description, what kind of weapon if known and their location or actions.

## **DOCUMENTATION AND CONFIDENTIALITY**

### ***How to Report Criminal Offenses or Security and Safety Concerns***

South College endeavors to provide students and staff with a safe environment. Any occurrences of criminal action or of any emergency should be reported immediately and accurately to a security officer and to the Director of Student Services at the appropriate campus. If an officer is not on duty or the Director of Student Services is not available, go to the nearest college employee who will contact the proper authorities. Any suspicious activity or person seen in the building or in the parking lot loitering around vehicles should be reported to the security officer on duty. On weekends when the campus is open, suspicious activity should be reported to the designed building coordinator, normally located in the front reception area on campus. If you have a safety or security concern, please see one of the following campus authorities:

#### *Main Campus and Parkside Campus (Lead Coordinator in Bold)*

- Dean of Academic & Student Services (865-293-4576) – Main Campus, 2nd floor
- Director of Administrative Services (865-251-1817) – Main Campus, 2nd floor
- **Director of Student Services (865-293-4539) – Main Campus, 2<sup>nd</sup> floor**
- Career Services Coordinator (865-251-1820) – Main Campus, 2<sup>nd</sup> floor
- Main Campus Front Desk Coordinator (865-251-1800) – Main Campus 1<sup>st</sup> floor reception area
- Parkside Front Desk Coordinator (865-288-5700) – Parkside Campus, 1<sup>st</sup> floor reception area
- Parkside Resource Center Staff (865-304-4858) – Parkside 1<sup>st</sup> Floor
- Parkside 2nd Floor (865-288-5852)
- Parkside 3rd Floor (865-288-8311)

#### *Asheville Campus*

- Campus President/Dean of Academic and Student Services (828-398-2566) – 3<sup>rd</sup> Floor
- **Director of Student Services (828-398-2560) – 2<sup>nd</sup> Floor**

#### *Nashville Campus*

- Campus President (865-288-5740) - 6<sup>th</sup> Floor
- Dean of Academic and Student Services (629-802-3015) - 6<sup>th</sup> Floor
- **Director of Student Services (629-802-3050) - 1<sup>st</sup> Floor**

#### *Atlanta Campus*

- Campus President – (470-322-1210) – 2nd Floor

- Dean of Academic and Student Services – (470-322-1211) – 2nd Floor
- Director of Student Services (470-322-1212) – 2<sup>nd</sup> Floor

Additionally, you may report your concern to the Security Officer on duty who will notify school officials. Another option is to call 911 and report the issue to local police authorities. The cooperation of all campus community members is needed in order to maintain a safe campus.

### ***Voluntary Confidential Reporting***

If you are a victim of a crime or a witness to a crime and do not want to pursue action within South College or the criminal justice system, you may still want to consider making a confidential report. With your permission, the college will file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Please see one of the campus authorities listed within this document.

Professional counselors (South College does not have pastoral counselors), if and when they deem it appropriate, are encouraged to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The counselors can refer the person to the South College officials noted above or to the local law enforcement agency to report a crime.

For more information see:

<https://www2.ed.gov/about/offices/list/ocr/docs/dcl-title-ix-coordinators-guide-201504.pdf>

### **Threats (direct or implied)**

- Conduct such as pushing, shoving or striking that harms or has potential to harm people or property
- Conduct that harasses, disrupts or interferes with another individual's performance
- Conduct that creates an intimidating, offensive or hostile environment

### **Potential Warning Signs**

- Verbal, nonverbal or written threats
- Fascination with weapons or violence
- New or increased stress at home, school or work
- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic change in academic or work performance
- Destruction of property
- Drug or alcohol abuse
- Externalization of blame

### **Risk Factors that Contribute to Campus/Workplace Violence**

- Disciplinary actions
- Conflicts between faculty member and student
- Unsatisfactory grades
- Ongoing conflicts between employees or other members of the South College community
- Domestic or family violence
- Financial problems
- Termination of employment

### **Campus/Workplace Violence Prevention Tips**

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Contact the Director of Student Services if you notice a student displaying unusual or suspicious behavior.
- Tell a supervisor if you notice unusual or suspicious behavior from another employee.
- Refer students or employees exhibiting inappropriate behavior to appropriate personnel [students report to Director of Student Services. Employees report to Campus President or Vice President of Talent and Human Resources].
- Notify the on-site police officer before conducting an employee termination meeting.

## **SECURITY AND SAFETY ISSUES**

Campus security is the responsibility of every member of the South College community. The Director of Administrative Services oversees security for South College Knoxville campuses and the Campus President/Dean of Academic and Student Services for the Asheville, Atlanta, and Nashville campuses.

South College has secured the services of off-duty police officers (Knoxville, Asheville, and Nashville campuses) or building-owner provided security officers (Atlanta campus) Monday-Friday during campus hours. The officers have the authority to order removal of any undesirable persons from the campus. Police officers have the authority to arrest anyone involved in an illegal action on campus and areas immediately adjacent to the campus. Security officers immediately contact the local police force in relation to any illegal activity. On weekends, when the college is open and an officer is not on duty, the designated building coordinator has the authority to order removal of any undesirable persons from the campus and to contact local police department or another appropriate law enforcement agency (a security officer is on campus during weekend hours at the Atlanta campus). All crimes that occur on South College property are reported to the appropriate law enforcement agency in a prompt and timely manner. South College and the security officers, in addition to having a relationship with local police departments, work closely with other law enforcement agencies (county, state, and federal). If a student violates the South College Student Conduct Standards and Regulations, the security officers and the building coordinators

will also report the student to the Director of Student Services at the appropriate campus promptly and accurately. Possible disciplinary action may result.

To help assure the environment is safe and secure:

- Do not bring large amounts of cash to campus.
- Never leave purses, wallets, or other personal possessions unattended.
- Secure valuables in a locked car.
- Be aware and report immediately when unknown individuals are sited on campus. Unusual or suspicious behavior includes loitering inside the campus facility, in the parking lot, or outside a campus building. Report observations to the security officer on duty, the receptionist, the librarian, the night coordinators, the Director of Student Services, or another employee in the area.
- Ask strangers if they need help. If you allow someone to enter your office, remain with them.
- Lock office doors when vacating your office.
- Store confidential papers and files in a locking desk or cabinet.

Any incident should be reported immediately to the Director of Student Services. When a dangerous situation or an event such as vehicle break-in occurs, contact the officer on duty or 911.

The incident reporting form for security occurrences is available at the front desk of each campus and on the faculty and staff portal. Basic information can be provided on the form by the person involved in the incident. The Director of Student Services will complete and file the report as required.

## **CHEMICAL SAFETY**

*\*\* See Exposure Control Manual on South College Faculty Portal\*\**

### ***Chemical Procurement and Storage Policy***

Chemicals used for instruction of students or daily maintenance of the facility are to be stored safely and appropriately. A Material Safety Data Sheet (MSDS) is kept for each chemical. This sheet should be requested at the time the chemical is ordered and kept for 30 years. Each chemical will be added to the South College chemical inventory spreadsheet.

Requests for purchase of chemicals must be submitted to Department Chairpersons using the South College purchase order form. A request for the current MSDS sheet for each chemical must also be initiated.

An inventory of all laboratory chemicals will be maintained by the Science Department. The Chairperson will ensure that representatives from the chemistry, biology and allied health departments update the chemical inventory each quarter. The instructor must insure that a copy of the MSDS sheet is added to the MSDS binder in the lab.

Each chemical should be marked with the date received and with the date opened. Any chemical that may form an unstable product when stored must be disposed of prior to the degradation date. The expiration date must be noted.

All chemicals are to be stored by hazard class and compatibility.

- Flammables are stored in the yellow flammable's cabinet in the janitorial storage closet.
- No chemicals in glass containers will be stored on the floor.
- Acids are not to be stored close to caustics and active metals (sodium, magnesium, potassium) and will be stored in the blue cabinet for acids.
- Rubber transporters are used as required. Instructors will carry the acids and chemicals from storage to the lab. Students are NOT allowed in this area.
- Oxidizing acids (nitric, perchloric) are separated from organic acids and flammable chemicals.
- Low hazard acids and bases may be stored together with other low hazard reagents. Only concentrations of  $\leq 1$  Molar are stored.
- Any open containers of acids and bases are stored in a spill tray.
- Peroxide-forming chemicals are stored in a dark, cool, dry place and carefully labeled with the date received and the date opened. Once opened, these chemicals ( $\leq 3\%$  concentrations) will not be kept more than six months.
- Water-reactive chemicals are stored in a cool, dry place where a Class D fire extinguisher is readily available.
- Oxidizers are stored away from flammables, combustibles and reducing agents (alkaline metals) in lab room 223.
- Toxic chemicals are clearly labeled, stored according to their warning labels, and separated from flammables.
- Laboratory refrigerators and freezers are clearly labeled "for laboratory use only."

### ***Chemical Procurement and Storage Guidelines***

The procedure for ordering and storage of chemicals and reagents is outlined in the following table, which serves as both a guide and record of all required steps. The completed table is sent to the department chair (responsible for the course for which the chemicals were ordered) or the maintenance supervisor (for chemicals used in building maintenance).

<b>Date</b>	<b>Action</b>	<b>Responsible Person</b>	<b>Follow-up</b>
	Permission obtained from department chair/supervisor to order chemical(s). Complete list of chemicals.		
	PO #: Order Date:		

	Material Safety Data Sheet (MSDS) requested when chemical(s) ordered, or sheet was retrieved from the internet. If not, why?		
	Chemicals are stored in _____		
	MSDS was dated on the top right corner and filed in MSDS binder.		
	Copy of dated MSDS sheet was placed in master MSDS binder in library.		
	Chemical added to inventory list.		
	This form sent to department chair/supervisor. List name and department.		

### **Chemical Handling**

Instructors are to handle chemicals according to the recommendations on the MSDS sheet. They are responsible for instructing the students in the safe handling of each chemical. Appropriate personal protective equipment (PPE) will be used both in the preparation for a class and in the actual use of the chemicals in a classroom activity. Only chemicals that the ventilation system can handle can be used in a laboratory. No one may work alone with a hazardous chemical.

### **Chemical Disposal**

Chemicals will be disposed of according to the recommendations on the MSDS sheets.

**ADDITIONAL SAFETY PROTOCOLS, GUIDELINES, AND REQUIREMENTS MAY BE PROVIDED AND REQUIRED BY SCHOOL OF HEALTH PROFESSIONS DEPARTMENTS (Medical Assisting, Nursing, Physical Therapy Assistants, Physician Assistants, Pharmacy, Radiology, Doctorate of Physical Therapy, Occupational Therapy, etc.)**

### **RADIATION SAFETY**

All Radiology Equipment is locked down and cannot emit ionizing radiation without properly trained, licensed personal on site.

In an emergency situation:

#### **Main Campus**

- immediately notify Front desk and the Main Campus on-campus security officer.
  - o Through the Cisco Phone System, the officer at the Main Campus can be reached by dialing 1111.
  - o Through personal cell phone, the number is (865) 304-4418 for the officer at the Main Campus.

### **Asheville Campus**

- Through the Cisco Phone System, the officer at the Asheville Campus can be reached by dialing **3333**.
- Through cell phone, the number is **(828) 606-1229**.

### **Nashville Campus**

- Through the Cisco Phone System, the officer at the Asheville Campus can be reached by dialing **4040**.
- Through cell phone, the number is **(828) 606-1229**.

### **Atlanta Campus**

- Through the Cisco Phone System, the officer at the Atlanta Campus can be reached by dialing **5555**.
- Through cell phone, the number is **(404) 456-6958**.

### ***Radiation Spill***

#### **If the spill originates inside:**

- Any spillage of a radioactive material is to be reported immediately to the Front desk who will inform On-Campus Police, Director of Maintenance, Chancellor/Campus President, Dean of the Academic and Student Services, and the Fire Department (911).
- When reporting, be specific about the nature of the involved material and exact location. Administration will contact the necessary specialized authorities and medical personnel.
- **Any person on site should evacuate the affected area at once.** When evacuating, stay **UPWIND, UPSTREAM, and UPGRADE OF SPILLAGE**.
- **Anyone who may be contaminated with a radioactive material must stay isolated from others.** If it is a chemical contamination, wash affected area immediately for 15 minutes. Required first aid and cleanup by specialized authorities should be started at once.
- If necessary, follow evacuation procedures.
- **Assist individuals with disabilities and those that may need help exiting the building!**
- **Do not return to an evacuated building** unless instructed to do so by an Administrator/Supervisor or Security Officer. Do not take unsafe actions such as lighting matches, candles, etc.

#### **If the spill originates outside:**

- Immediately call Front Desk to report the accident, who will inform the On-Campus Police, Director of Maintenance, Chancellor/Campus President, Dean of the Academic and Student Services, and the Fire Department (911).

- Stay upwind, upstream, and upgradient of spillage. Leave the area when you are instructed to do so. Take care to avoid fumes or fires.

## **CHEMICAL HAZARDS/SPILLS/GAS LEAKS**

### **Raise the alarm**

- Ensure the immediate safety of anyone within the vicinity of the spill.
- Evacuate the immediate area around the spill.
- If injury has resulted or the spill might cause respiratory distress, inform the faculty administrative assistant or call front desk who in turn will inform the On-Campus Police, Director of Maintenance, Vice President for Academic Support and Student Services, the Executive Vice President & Provost, Mr. South, and the Fire Department (Knoxville), Dean of Academic and Student Services (Asheville & Nashville), the Executive Director (Asheville & Nashville), and the Fire Department.

### **Evacuate**

- Ask students to evacuate the buildings using the closest exit door and assemble at the far end of the parking lot. Carry your roster with you.
- If you are assisting anyone who has been exposed, then designate a student leader who will escort the students out to the safe area.
- Walk quickly and calmly to the assembly area or as advised.
- Remain in the assembly area in groups until the all clear has been issued.
- Do not turn on or off any electrical equipment

### **Isolate the hazard**

- Anyone who has been exposed must, if safe to do so, be moved to a safe decontamination area. The eye wash station and shower are present in Lab 223 (at Main Campus), Eye wash and shower stations are located in rooms 206, 208, 209, 211 (Parkside), in Lab room 304 (Asheville) and in Lab Room 500 & Lab Room 503 (Nashville). The treatment of serious injury must take precedence over decontamination and containment.
- Restrict unnecessary movement into and through the area to avoid spreading contamination. Isolate the affected area at a safe distance by erecting a temporary barricade and placing suitable warning signs.
- It may be necessary to turn off the air conditioning to restrict the spread of gases and vapors.

### **Clean-up**

- Do not re-enter the area until it has been decontaminated by personnel trained and equipped specifically in chemical safety. For any clean-up activities there must be a minimum of two people.
- For spills use adsorbent kept next to the Refrigerator in Lab Room 223 (Main Campus), rooms 206, 208, 209, 211 (Parkside), in the spill kit in Lab Room 304 (Asheville), and T in Lab Rooms 500 and 503 in (Nashville). Protective

eye wear, gloves and face mask are present in the lab. These are kept in a box with the adsorbent.

### **Assisting people with physical disabilities**

- Do not provide physical guidance, hold, lift, or carry a conscious person without their permission. This includes pushing someone in a wheelchair, or 'hurrying a person along' by pushing them.
- Ask what assistance the person requires (such as clearing the path before them, walking alongside or behind on steps). Try to avoid offering advice or pre-empting what the person needs if you do not know the person.
- If a person is reliant on a wheelchair for mobility and there is no access available to get down stairs, another person should wait with them in a fire isolated stairwell until emergency services arrive, as it is the safest place.
- If someone needs to be transferred or assisted from the floor, requiring a full body lift, it is best to get Fire and Rescue Services involved. Try providing a chair for the person to climb up on to. Do not try to lift them up unless you are trained to do so.
- Do not carry a person in their wheelchair down stairs. Either wait for their advice on how to proceed (minimum of two people required) or wait for emergency personnel.

### **People who may be disoriented or having a panic attack**

- Reassure the person by talking calmly to them. Tell them that you will stay with them.
- Get the person to control their breathing. Breathe in and breathe out in unison to the count of three. Use your hands in an up and down motion to signal the tempo. Maintain eye contact.

## **LIBRARY/RESOURCE CENTER DISASTER PREPAREDNESS PLAN**

This plan has been created by the library department to describe procedures that have been devised to prepare for, respond to, and recover from disasters when they occur in the library.

The types of library disasters that may occur at South College campuses with the highest probability and the highest destructive effect are fires, water or smoke damage from fire control, water damage from leaks in the ceiling, and damage from severe thunderstorms. Types of disasters that may occur with low probability and high destructive effect are tornadoes, vandalism, and civil unrest. Types of disasters that may occur with low probability and low destructive effect are collapses of bookshelves and theft.

In case of any of the above disasters, procedures outlined in this manual should be followed. In addition, in case of water leaks from the ceiling:

- Cover affected shelves and computer stations with plastic sheeting.

- If possible, use trash cans or other containers to catch water.
- Notify the Head Librarian in Knoxville or the Dean of Academic and Student Services in Asheville and Nashville.

### ***First Response Procedures-Main Campus or Parkside Campus***

In the event of an emergency involving the Main Campus or Parkside campus library, contact:

- Anya McKinney, Head Librarian

If the Head Librarian cannot be reached, contact Jeremy Wells, Chief Academic Officer. After Head Librarian is contacted, she will contact the following Disaster Recovery Team:

- Chief Academic Officer
- Cataloging Librarian
- Acquisitions Librarian
- Campus Learning Site Coordinators

### **Recovery Procedures**

After a library disaster has occurred, the Head Librarian in Knoxville will assemble and carefully brief the Disaster Recovery Team, giving complete information on the dangers of proceeding except as exactly directed. Failure to follow procedure may incur further damage and cost. Team objectives are to stabilize the condition of damaged materials and to recover the maximum amount of material in a manner that will minimize future restoration costs.

Disaster Recovery Team will initiate these procedures.

1. Cooperate with the fire marshal or other health and safety personnel to make sure the damaged building is safe to enter.
2. Establish the nature and degree of damage to library collections and equipment.
3. Prioritize salvage operations. Water damage will be the most likely disaster. The objective is to recover the majority of the collection in the best condition in order to avoid additional harm and the costs of post-disaster damage. If disaster occurs at the Main Campus library, South Western Reporters in the Law collection are a recovery priority since older editions may be out of print.
4. Contact Maintenance to turn off heat. Turn on air conditioning if possible. Create free circulation of air with fans and dehumidifier. Mold will grow within 48 hours if temperature is above 70 degrees Fahrenheit, humidity is above 60%, and airflow is poor.
5. DO NOT open wet books. DO NOT separate single sheets, or remove covers. When removing from shelves, hold books firmly closed when cleaning or packing; mold is less likely to grow inside a closed book.

## **Preventative Measures**

Results of routine safety inspections that expose vulnerable areas in the library such as roof leaks, electrical malfunctions, and blocked passageways should be reported immediately to the Head Librarian in Knoxville who will initiate corrective measures.

Plastic sheeting should be available on site in each library and procedures in this manual should be followed in the event of advance warning of a disaster.

## **Learn More About Campus Safety and Security**

The South College Catalog and Student Handbook includes sections on student conduct and safety/security issues. Safety and Security information is posted on the South College Website (current student resources) and information is periodically provided through email, campus newsletters, and via electronic signage on campus. New students and new employees receive an overview on safety and security during orientation or onboarding. Information is made available to all students and employees upon request. The South College

In 1990, the Higher Education Act of 1965 (HEA) was amended requiring post-secondary institutions to publish crime statistics and security information. In 1998, the act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act in memory of Jeanne Clery, a university student who was killed in a dorm room in 1986. The intent of the Act is to increase the level of awareness the campus community has toward safety and security. The United States Department of Education requires educational institutions to provide security information to employees and students on an annual basis and to prepare an annual report.

The Annual Security Report for South College is compiled by designated campus officials and distributed to all students, faculty members, and staff members via assigned South College email by October 1 each year. The report is published by this date on the South College Website at <https://www.south.edu/student-resources/campus-security-information/>. A physical copy can be obtained upon request from the Department of Student Services. This report contains security policies, procedures, and guidelines, as well as crime statistics.