QUILLEN COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Security, Safety, and Disaster Preparedness Policy**

Policy Replaces a Previous Policy (this includes change in policy name): ☐Yes/ ☒No If so, list name of previous policy (include policy number if different):
Policy Number (issued by the Office of Academic Affairs upon final approval): **ADMIN-0619-6**
Policy Owner (Individual, Department, or Committee/Chair): **Deidre Pierce, MD / Associate Dean for Student Affairs**
Committees, Departments, or Individuals Responsible for Implementation: **College of Medicine Administrative Staff, Faculty, and Students**
Original Approval Date and Who Approved by: **6/11/2019 - William A. Block, Jr., MD, MBA / Vice President for Clinical Affairs and Dean of Medicine**
Effective Date(s): **6/11/2019**
Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee):
Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner):
Exemption(s) to Policy (date, by what committee or individual, and brief description):
LCME Required Policy: ☒Yes/ ☐No If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement): **5.7 Security, Student Safety, and Disaster Preparedness** **A medical school ensures that adequate security systems are in place at all locations and publishes policies and procedures to ensure student safety and to address emergency and disaster preparedness.**
All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified. Date of Review: Revisions Made: ☐Yes/ ☐No If yes, list revisions made: Revisions Require Approval by Policy Owner: ☐Yes/ ☐No

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Policy Statement:

ETSU has numerous safety and security systems that are provided to the Mountain Home Campus 24-hours a day, 365 days a year to ensure that the Quillen College of Medicine students, faculty, and staff learn and work in a safe and secure environment. The students, faculty, and staff are required to participate in yearly training to ensure that they are current with policies and procedures that are deemed best practices to ensure safety and security.

Purpose of Policy:

Yearly training of students, faculty, and staff is required to ensure that they are current with policies and procedures that are deemed best practices to ensure safety and security.

Scope of Policy (applies to):

Safety and security systems are provided to the Mountain Home Campus 24-hours a day, 365 days a year. This includes:
- ETSU Public Safety Dispatch – 24-hour staffed dispatch center that serves as the contact point for emergency services on ETSU owned/leased property.
- VA Police Dispatch – 24-hour staffed dispatch center that serves as the contact point for emergency services on the Mountain Home Veterans Affairs Campus.
- Emergency Blue Light Phones – emergency phones on poles placed around ETSU facilities and parking lots that allow for direct communications with the dispatch center by pushing a single button.
- Panic buttons – emergency communications devices located on lecture hall podiums and in various offices. These devices allow for a discrete and immediate call for help to ETSU Public Safety Dispatch.
- Fire Alarm and Monitoring Systems – smoke detectors, strobe lights, speakers, monitoring equipment, and manual pull stations that allow for monitoring of potential fires and immediate notification to Public Safety Dispatch. System also allows for immediate notification to building occupants of an emergent situation.
- 9-1-1 – telephone number for entire community to use during emergency situations to call for help anywhere in the United States.
- Safe Voyage – safety walk escort for any ETSU community member to their vehicle, class, or hall. Available upon request 24-hours a day.
- Video surveillance – non-monitored video surveillance system used for investigation purposes.
- Emergency Notification System – multi-layered emergency notification system that is activated to immediately notify the ETSU community of emergent situations. This system is also used to communicate campus closures due to emergency situations or inclement weather.

Policy Activities:

ETSU has contracted Mountain Home Veterans Affairs Police Department (VAPD) to provide law enforcement services to ETSU leased buildings on the Mountain Home Campus. This includes 24-hour patrols of facilities and parking lots as well as emergency response to these locations. While VAPD is considered the primary response agency, ETSU Department of Public Safety frequently dispatches officers to assist during emergencies and other calls for service.

ETSU maintains a memorandum of understanding (MOU) with the Johnson City Police Department (JCPD) for assistance during emergencies. If an emergent situation warrants, JCPD will provide additional law enforcement support to the Mountain Home Campus. The Mountain Home Campus is considered federal property; therefore, the Federal Bureau of Investigations (FBI) is the final authority on law enforcement issues that occur on this property.

Other safety resources provided to the ETSU community and facilities on the Mountain Home Campus include:
- ETSU Emergency Management
- ETSU Environmental Health and Safety
- Johnson City Fire Department
- Washington County – Johnson City Emergency Medical Services
- Washington County Sheriff Office

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ETSU Emergency Management and Environmental Health and Safety provide first-year students with **mandatory** face-to-face training on emergency procedures during their orientation. Topics covered in this training include: active shooter response, severe weather procedures, fire response, hazardous material response, use of AEDs, See Something/Say Something, and the ETSU Staying Safe on Campus Website.

An online emergency preparedness training module is available to all students, faculty, and staff. This self-paced module covers the same topics as the face-to-face training mentioned above. Online training for students, faculty, and staff is **required** yearly.

ETSU makes safety information, crime statistics, and fire statistics available to the entire community through the ETSU Annual Security and Fire Safety Report (link included in supporting documents). This yearly report is posted on the ETSU website, and all community members are notified via email of its availability during the month of October of each year. The ETSU Basic Emergency Management Plan is posted for public viewing on the ETSU website. The public version of this plan outlines the basic philosophy and components of the plan. Emergency Placards are posted throughout ETSU facilities that inform the community of the emergency procedures for specific hazards. These include fire, active shooter, severe weather, and hazardous material. (College of Medicine Placards are included in the supporting documents)
Faculty Emergency Guides and Classroom Emergency Procedure sheets are available to all faculty and staff via the ETSU website (included in the supporting documents). Faculty and staff are encouraged to be familiar with its contents and use it to discuss emergency procedures in the classroom.

ETSU maintains a multi-layered emergency notification system which is activated when an immediate notification must be made to the entire community. The intent of this system is to provide immediate, real-time information to the ETSU community concerning emergencies that could affect their safety and health. The university will use these emergency notifications to immediately notify the campus community upon the confirmation of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on ETSU campuses. They may be issued even when a threat has been confirmed but all the pertinent details are not yet known.

Components to the ETSU Emergency Notification System include:
- Outdoor Warning Sirens: ETSU has a system of strategically placed sirens located on the University's main campus as well as the Veterans Administration campus. They are designed to be heard outdoors as a compliment to the other components of the notification system. They sound immediately during life-threatening situations such as a tornado, an armed and dangerous person in the area, or a major chemical release and is accompanied by brief instructions such as "Go inside" or "Take cover now." When the threat has passed, a second siren signals "All clear. Resume normal activities."
- Email and Text Messages: The GoldAlert system is used to provide email and text messages to members of the campus community. To receive these messages, students, faculty, and staff must provide a cell phone number or e-mail address on the GoldAlert registration website.
- Social Media: The ETSU Twitter and Facebook accounts are utilized.
- Fire Alarm Systems: Fire alarms are activated to alert occupants of a fire or other emergency situations in the building. Occupants are required to evacuate the building when the fire alarm sounds. Emergency procedures are posted in each campus building as a reminder of the specific instructions for that building.
- ETSU Advisory Website: Advisory messages are posted on ETSU's Advisory Page http://www.etsu.edu/alert/. This site is used for emergency messages as well as general informational messages (i.e. scheduled power outages, roadwork, fire alarm testing, etc.).
- Alertus Pop-up Page: A pop-up page appears on all ETSU network computers when the notification system is activated.
- Campus Cable TV: Alert messages may be displayed on the campus cable TV channel. This method is only available at main campus locations.
- WETS 89.5 FM: The on-campus National Public Radio (NPR) station may be utilized to broadcast emergency messages.
- Local Media Outlets: Local media sources (i.e., offsite TV and radio stations) may be used to broadcast emergency information about ETSU.
- Flyers: In some circumstances, Public Safety or designee may also post notices or flyers in residence halls, academic buildings, or other facilities impacted by the notice.

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Administrative Reviews/Approvals	Date Approved
University Compliance (if applicable)	
Policy Advisory Committee (includes three-year reviews)	
Associate Dean for Accreditation Compliance (if applicable)	
Vice Dean for Academic Affairs	

Policy Review and/or Revision Completed By *(if applicable)*	Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)
Office of the Dean	6/11/2019
Office of Academic Affairs	5/2/2019
Office of Student Affairs	5/21/2019; 6/11/2019
Department of Medical Education	
Medical Student Education Committee	
Student Promotions Committee	
Faculty Advisory Council	
Administrative Council	
M1/M2 Course Directors	
M3/M4 Clerkship/Course Directors	
Student Groups/Organizations (describe):	
Other (describe):	

Final Policy Emailed to:	Date of Email Notifications
Medical Education Director for Posting on Educational Policies Website	5/1/2024
Policy Owner	5/1/2024
Admissions Office for Catalog	5/1/2024