

XXIII. SAFETY AND SECURITY

A. Emergency Circumstances

See Appendix 12 for Critical Incident Response Plan for Severe Weather (Tornado) and Evaluation Plan for other Emergencies (Fire, Bomb, Etc.)

The following list of emergency services should be posted in all laboratories and near all telephones. Appropriate First Aid supplies and equipment are available in all laboratories. The ambulance services specified below employ personnel trained in first aid and carry emergency equipment on the ambulance. The Security Office should be contacted at 353-3273 (Room A-70A) when First Aid is needed or an emergency arises. Also, the Vice President for Academic Affairs should be contacted at 353-3325 (Room W-23) or the Dean of Students 353-3268 (Room D-8) when an emergency arises during the day. The Security Office should be contacted at 353-3273 (Room A-70A) day or night.

Since we are required to keep records, all employee and student accidents are to be reported promptly to the Safety and Security Office (Room A-70A).

FIRE – POLICE – AMBULANCE: MAY BE REACHED BY DIALING
UNIVERSAL EMERGENCY NUMBER 911
(DIAL 9 FOR OUTSIDE, THEN 911)

TENNESSEE HIGHWAY PATROL: 741-3181

HOSPITAL: Call an ambulance to take the person
to the hospital of his/her choice. If
the person does not specify a hospital
or is unable to make the decision,
have him/her taken to:

Emergency Room
St. Thomas Hospital
4220 Harding Road
386-6736 or 386-6733

Phone Emergency Room at St. Thomas that the person is being brought to the hospital.

1. To Evacuate the Building

Pull handle on fire alarm box. Located near each outside door of the building is a fire alarm box. When the handle on any one of these boxes is pulled down, horns blow in all parts of the building. These fire alarm boxes are connected to the fire department and do report a fire.

2. Evacuation and Re-Entry Procedures to Be Followed When Fire Alarm Sounds

- a. Instructor requests a student(s) to close windows.
- b. Students are instructed to take valuables with them.
- c. Instructor makes certain that classroom is cleared of all students.
- d. Instructor and students exit according to floor plan.
- e. Instructor is the last person to exit.
- f. Instructor closes the door.
- g. Persons who are handicapped are assisted by others to evacuate and re-enter the building.
- h. Faculty, Staff and students move to a minimum of one hundred (100) feet from the building.
- i. No one is to re-enter the buildings until the alarm sounds again. The first faculty member, staff member,

or administrator to leave an exit should remain outside that exit to prevent anyone from reentering the building until the alarm sounds.

- j. Fire drills will not be announced. Evacuate anytime the alarm sounds.
3. The Emergency Preparedness Plan is located in Public Folders under "Security."

B. Children on Campus

These policies and procedures concern children brought on campus and/or left unattended by faculty/staff members and students.

1. Students may not bring children into instructional settings, such as classrooms, labs, or the Learning Center. In some instances, children may be allowed to accompany their parents when the parents are on campus to conduct school business, but in no instance will children be allowed to be disruptive.
2. No child under 12 years of age may be left unattended in **any** part of the college. Anyone observing an unattended child should report the matter to Security who will attempt to locate the parent.
3. No child under 12 years of age will be left unattended in automobiles anywhere on campus. Anyone observing an unattended child in an automobile should report the matter to Security. If conditions justify, unattended children will be taken to a safe facility and/or Metro police will be notified.
4. No employee of the college may baby-sit or otherwise care for a child during his/her working hours. Exceptions must be approved by the Director of Human Resources.

C. Animals on Campus

Animals other than seeing-eye dogs will not be permitted in the

buildings.

D. School Closing Due to Inclement Weather

1. Weather Cancellations. In the event of inclement weather, the following procedures will be followed:

a. A decision to delay or cancel classes will be made as soon as possible. The decision about canceling day classes will usually be made **by 6:00 a.m.** A decision about canceling evening classes will usually be made **by 3:00 p.m.** Deans will be called at home about any early morning decision to cancel day classes and will be responsible for informing coordinators in their divisions.

b. Decisions about class cancellation are made primarily on the basis of actual conditions, not forecasts. Nashville State does **not** follow Metro or other school system decisions and rarely cancels classes.

c. A decision to cancel classes will be announced through the following channels:

Channel 2 Snow Tracker

Channel 4 Snowbird

Channel 5 Snow Watch

WLAC Radio, 1510 AM

WRVM Radio, 107.5 FM The River

WNRQ Radio, 105.9 FM The Rock

WUBP Radio, 101.1 FM The Beat

WSIX Radio, 97.9 FM

Nashville State Community College Website, www.nsc.edu

Nashville State Community College Call Processor, (615)

353- 3333

d. If there is no announcement about Nashville State Community College, classes will be held on schedule.

e. Cookeville Campus and Waverly Campus Directors will make decisions based on conditions in their respective counties. The Southeast Center will follow decisions of the main campus.

f. For other off campus locations the following applies:

(1) High school sites will follow the public school system closings.

(2) Sites other than high schools will follow main campus decisions.

2. Delay of Classes

a. Addendum to Snow Closing Policy--- PLEASE ANNOUNCE AT LEAST ONCE IN ALL CLASSES.

In order to provide a more flexibility to Nashville State's policy on operations during inclement weather, the Academic and Executive Committees have approved the following addendum.

b. Nashville State may announce through the usual media that it will open late and begin classes at 10:00 a.m. This means that:

(1) All daytime classes will meet, but that they will meet on an abbreviated schedule.

(2) Further announcement of the closing of all day classes and/or night classes may be made at a later time depending upon conditions. Therefore, everyone is advised to stay turned to local radio and/or TV stations.

3. Campus Closures

NSCC is open even if classes are canceled and employees other than faculty must report to work, take annual leave, or use compensatory time. As a rule, NSCC will be closed only if the

Governor closes all state government offices in Nashville. Only the President has the authority to close the college. In the case of a college closure, Dr. Van Allen will notify appropriate personnel and the media and other employees will be notified as appropriate.

4. Student and Faculty Travel during Inclement Weather

During wintry weather, faculty and students must use their own judgment in deciding whether to travel to campus. Faculty who cannot meet their classes should notify their deans or coordinators. Faculty will develop a written plan, approved by their deans, and will inform students of the plan for making up all class cancellations due to inclement weather. Faculty are encouraged to provide students an opportunity to make up work missed for legitimate weather-related travel problems and should inform students about their policies in advance.

D. Motor Vehicles

Motor vehicles are maintained at Nashville State to facilitate the official business of the College. It is the responsibility of all employees who use state vehicles to insure the efficient and economical utilization of such vehicles. All state vehicles shall be used in accordance with the provisions of Tennessee Board of Regents (TBR Policy No. 4:03:02:00.)

The presidents of institutions may be assigned motor vehicles for use in performing the official functions of their offices. Employees of the College with proper departmental authorization may use a state vehicle for official school business. Employees using state vehicles must have a valid driver's license, be pre-approved by their supervisors, and have personal liability coverage.

Passengers in state vehicles shall include employees of the College on official school business, students of the College who are engaged in college-sponsored activities, and persons/guests accompanying an employee on official school business.

Notice of liability and penalties for misuse of motor vehicles is posted where vehicles may be checked out or contained in each vehicle for the driver's benefit.

In case of accidents involving employees of the institution operating state vehicles, claims may be made against the institution only through the State Board of Claims. In the alternative, injured persons may elect to initiate a civil action against the employee individually, in which case the state provides limited protection against personal liability.

E. Travel – Use of State Vehicle

1. Vehicles will be scheduled by submitting a Transportation Request form to the Security Office. The vehicle should be scheduled 24 hours in advance of the trip.
2. State of Tennessee garages should be used whenever possible to refuel the vehicle while on a trip. A listing of garages is in the glove compartment of each vehicle. TBR institutions may also be used to refuel state-owned vehicles.
3. Nashville State commercial credit cards will be issued for trips in Davidson County and out-of-state travel. If the commercial credit card is used in-state, the driver must submit a written memorandum to the President explaining why he/she used the commercial credit card in lieu of State garages or TBR institutions.
4. In the event of any problems while on a trip, contact the Security Office (615/353-3273) immediately. Safety and Security does not accept collect calls.
5. Transportation Travel Request forms may be obtained from the Security Office in A-70A or from Security Public Folders.

F. Traffic and Parking Regulations

Traffic and parking regulations are established and enforced to ensure the rights and privileges of visitors, students, faculty, staff, and others who operate motor vehicles on the Nashville State

campus. Nashville State believes that operating a vehicle on campus is a privilege and not a right.

All privately owned and/or operated vehicles for use on campus by students and faculty/staff must be registered in the Security Office (Room A-70A) and must bear an official registration decal for which there is an annual charge of \$10.00. The traffic and parking regulations given to you when you register your privately owned motor vehicle governs all vehicular traffic and parking on the Nashville State campus.

The speed limit for vehicles on campus is 15 mph. Parking zones are identified by parking line color.

Visitors are welcome on the Nashville State campus and should obtain temporary parking permits from the Security Office if parking is desired for more than one day.

A recent change in State law specifically describes parking privileges for handicapped drivers and passengers as outlined in TCA 55-21-105, which states that there will be no access fee for parking on campus by handicapped drivers and passengers to whom distinctive license plates or placards have been issued.

To receive a brochure on traffic and parking regulations, check with the Security Office.

G. Keys

The policy for keys is developed for the purposes of establishing effective security measures and providing for the administration and control of keys. The following guidelines are for key use and key issuance.

1. The Director of Safety and Security is the Key-Control Manager and is responsible for:

- a. Creating a keying system, in coordination with the Vice

President of Finance and Administrative Services, that will ensure security and reasonable convenience to personnel occupying buildings.

- b. Maintaining, controlling, and securing the Central Key-Control file and up-to-date records of keying systems.
- c. Fabricating and issuing all keys. The Safety and Security Department will receive original keys furnished under new building or alteration contracts directly from the hardware manufacturer.
- d. Securely storing all unassigned keys pending their issuance.
- e. Performing all lock work in conjunction with maintenance or contractual personnel, except lock work required under construction projects.
- f. Coordinating lost-key records with the Vice President of Finance and Administrative Services. Determining whether or not re-keying of an area is required (e.g., because of a lost key), based on consultation between the Key-Control Manager and the Dean of Finance and Administrative Services and the Branch Dean concerned.
- g. Furnishing to Budgetary Units once a year, or more frequently if desired, listings of keys issued in the department/division by name and by key number.
- h. Recovering all keys from personnel who are retiring, terminating employment, or transferring to another work site.

2. The President and or appropriate Branch Vice Presidents will:

- a. Authorize the issuance of keys to staff as necessary and in accordance with these guidelines.
- b. Sign Key Request forms authorizing assignment of keys to appropriate personnel.
- c. Instruct personnel who are retiring or terminating to obtain a clearance form from the Office of Human Resources.
- d. Report to the Director of Safety and Security all personnel who are terminating or transferring to another budgetary unit.

3. Budgetary Unit Heads are responsible for:

- a. Requesting the appropriate issuance of keys to staff as necessary and in accordance with these guidelines.
- b. Requests to chain-of-command for approval.

4. Those personnel to whom keys have been issued are responsible for:

- a. Signing a key-issuance record. (Key Request form)
- b. Maintaining security of any key issued.
- c. Reporting promptly the loss of keys to department heads and to the Safety and Security Department.
- d. Obtaining a clearance form from the Office of Human Resources, completing it, and submitting it to the Safety and Security Department for approval when retiring, terminating employment, or transferring.

5. Special Security Keying and Changes of Keying:

- a. Special security locks and keys for areas of special considerations may be permitted with the approval of the President or his designee.
- b. No individual locks or keys may be used for space control, nor may locks be changed without prior approval by the President or his designee. Unauthorized locks will be reported to the Director of Safety and Security who will remove them in coordination with the Budgetary Unit Heads.
- c. Areas approved for special locks or keys will not receive maintenance and custodial services, except by special arrangement.

6. Eligibility

After approval by the division and department heads as indicated below for eligibility, key requests will be reviewed by the Director of Safety and Security who will forward the key request to the President or his designee for approval.

KEY LEVEL	ELIGIBILITY TO CARRY
Access Key, the highest level	President, VP of Academic Affairs, VP of Finance and Administrative Services, Safety and Security, and Maintenance personnel
Master Key (Sub-Master) will operate one group of locks with individual keys within a building.	Deans, department heads, coordinators (for those areas under their jurisdiction) and appropriate faculty and staff members
Individual Key, will operate one or two or more locks keyed alike.	Employees entitled to keys to their offices upon approval of the Dean or Department Heads
Building Entrance Key	Employees who must work other than normally scheduled hours may be issued a building entrance key upon authorization of the President or his/her designee.

7. Transferring Keys within the College:

- a. All keys will be returned directly to the Safety and Security Department.
- b. Persons transferring within the college will get new keys from the Safety and Security Department.

8. Loss of Keys:

- a. Loss of keys must be reported immediately to the Safety and Security Office.
- b. The Director of Safety and Security will note on the Key Request form the loss of the key, the number of the key, and the date.
- c. Individuals will be charged for the replacement of lost keys

and may be charged for re-keying and lock changes resulting from a lost key.

9. Requesting Re-keying and Lock Changes:

- a. All requests for re-keying and lock changes must be submitted by the Branch Dean on a work order with justification to the Vice President of Finance and Administrative Services.
- b. The Director of Safety and Security will coordinate all re-keying and issuing of keys.

H. Periods When The College Is Normally Closed:

1. Faculty/staff members should notify the security guard on duty by phone when they are on campus during periods when the College is normally closed. If a telephone is not accessible, Security may be reached by ringing the doorbell at the front entrance.
2. Administrators or teaching faculty members may request authorization for personnel to gain access to an area by using the "Authorization for Admission to Building, Labs and Classrooms during Non-Duty Hours" form. Forms may be obtained from the Security Office, A70A.
3. Individuals who have outside door keys should notify the security guard on duty by phone when they come on campus during periods when the college is normally closed.

I. Authorization for Admission to Building

Unless extraordinary circumstances exist, access to the building on Sundays and holidays will not be permitted.

An administrator or teaching faculty member may authorize a visitor(s)/student(s) to enter the building while accompanied by the administrator/teacher. The administrator or teacher shall be

responsible for the equipment in the area and for the activities and conduct of the visitor(s)/student(s) while they are in the building. No written authorization is required while the visitor(s)/student(s) is accompanied by the administrator/instructor. In all instances, the administrator/teacher should remain with the visitor(s)/student(s) while they are in the building. A visitor(s)/student(s) will not be permitted access to laboratories or classrooms containing equipment that creates safety and security concerns unless an instructor or a technician is present.

Only administrators or teaching faculty may authorize a visitor(s)/student(s) to be admitted to the building during closed hours and may not assign the responsibility for the activities and conduct of a visitor(s)/student(s) to a non-exempt employee.

J. Unauthorized Activity On Nashville State Technical Community College And Tennessee Technology Center at Nashville Properties

The purpose of this policy is to establish guidelines concerning the presence of individuals or groups not affiliated or authorized by Nashville State Technical Community College or Tennessee Technology Center at Nashville to be on campus.

1. An individual or group observed dumping materials, building, excavating, operating vehicles, or conducting any form of business or social activity on these properties will be questioned by the security guard on duty to determine valid authorization for the activity.
2. Security will ask the individual or group leader for his/her authorization. If there is a question about the authorization or for verification, contact:

Derrek Sheucraft – NSCC	353-3273
Johnny Williams – TTC at Nashville	741-1241

3. Obtain as much information as possible about the vehicles or activity;

- Name of group, company, or contractor;
- License plate number;
- Number assigned to that particular vehicle;
- Make and Model;
- Color; and
- Other pertinent facts.

Note: Metro Law requires that the name and number be placed on the rear of each vehicle.

4. If a contractor is involved, try to ascertain where the job site is located.
5. Notify the Safety and Security Department when contracted work or services are being conducted at the Tennessee Technology Center and/or Nashville State.

K. Capital Equipment Inventory

All capital equipment will be tagged with a state tag and recorded by the Director of Property Management at the time of receipt. A record is made by the Director of Property Management of the location of the equipment.

When equipment is to be moved, a Transfer of Equipment form should be completed and forwarded to the Director of Property Management's office. It is the responsibility of any person who moves equipment to fill out this form -- not just the responsibility of the department or division head. This form may be obtained from the Director of Property Management or in Public Folders.

A physical inventory is taken annually.

1. Equipment Removal Authorization Form

The Equipment Removal form, available from the Director of

Property Management, is used when equipment is removed from campus by vendors.

Equipment will not be removed from campus without proper documentation. Persons signing for this equipment must notify the Security Office when departing and returning. Individuals will be questioned by security guards to verify that they have proper authorization to remove the equipment.

2. Loans of Institute Equipment

- a. When a piece of equipment is loaned to an institution, agency, or an individual for educational/professional purposes, an Equipment Loan form must be filled out. This form must also be used when an employee borrows a piece of equipment for off-campus instruction.
- b. The equipment may not be removed from Nashville State until the Equipment Loan form has been approved by the appropriate budgetary unit head, and copies have been given to Security and the Director of Property Management.
- c. **Nashville State property may not be loaned for personal use.**

3. Return of Equipment

- a. The equipment should be returned to the Budgetary Unit head or his/her designee who will insert the date and sign on the original and the record copy as having received the equipment.
- b. The borrower must show the original form to the Security Office so that the first copy can be marked to show that the equipment has been returned.

L. Lab Safety

1. All laboratories require conduct conducive to personal safety and caution. Precautions regarding proper

equipment/instrument/chemical use are important.

2. Policies regarding the conduct in these areas should be posted in the room. Check with the appropriate Budgetary Unit for lab safety procedures.

3. Supervisors may get a copy of the institute's Safety Manual and Hazardous Chemical Safety Manual from the Security Office, A-70A.

M. Removing Locks from Lockers

These procedures are to be followed when a lock is removed from a locker:

1. No locks will be cut off without proper authorization.
2. During the semester break, a representative from Placement Office must be present when locks are cut off. An inventory will be taken in duplicate and one copy will be given to Placement Office. The second copy will be maintained on file in the Security Office.
3. Upon telephone verification from the Business Office, the Security Office will honor a student's request to have the lock cut off of his/her locker.

N. Reporting Missing Property

1. Nashville State Property

A report of lost, stolen, damaged, or misplaced school property should be made immediately to the Security Office. In turn, the Security Department will notify the Director of Property Management and Purchasing as well as other appropriate parties, including law enforcement agencies when warranted, and will initiate an investigation.

2. Personal Property

Employees should follow the above procedures. Students should submit reports of lost, found, stolen, or damaged property to the Security Office. Student-related items turned in to the Security Department will be inventoried, logged, and held for safe keeping.

O. Bomb Threats

The purpose of this policy is to establish procedures to follow in case an employee at Nashville State Technical Community College receives a BOMB THREAT.

1. Notification Sequence

- | | | | |
|----|-----------------------------------|----------|---------|
| a. | Safety and Security | 353-3273 | |
| b. | President's Office | 353-3236 | |
| c. | VP of Finance and Admin. Services | 353-3300 | |
| d. | Metro Police* | 9-911 | (Police |

Emergency)

Metro Police must be notified if none of the first three people is immediately reached. *Security will notify police.

2. During school hours, do not pull the fire alarm to evacuate the building. The decision to evacuate or not to evacuate in the event of a bomb threat is the responsibility of the President or his designated appointee.

3. When a bomb threat is called in:

a. Keep the caller on the line as long as possible. Ask him/her the following questions:

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of a bomb is it?

- What will cause it to explode?
- Did you place the bomb?
- Why?
- Where are you calling from?
- What is your address?
- What is your name?

b. Assess the caller's voice, and circle all appropriate descriptions:

- Calm
- Stutter
- Giggling
- Stressed
- Disgusted
- Slow
- Deep
- Accent
- Nasal
- Sincere
- Crying
- Loud
- Angry
- Lisp
- Squeaky
- Broken
- Rapid
- Excited
- Normal

c. If the voice is familiar, describe how it sounds.

d. Describe any background noises.

e. Remarks:

f. Person Receiving Call:

- g. Telephone number call received at:
- h. Date:
- i. Immediately report threat to Security at 353-3273.

P. Weapons

No Nashville State employee, visitor, or student shall knowingly possess, handle, or transmit any object that can reasonably be considered a weapon while on campus. **(See Appendix 11).**

Q. Hazardous Materials

The purpose of this policy is to establish procedures to follow in dealing with hazardous materials at Nashville State Technical Community College.

"It shall be the policy of Nashville State to conduct an annual inventory of all hazardous materials being purchased, used, stored, and disposed of by all academic and administrative units within the College. Further, a procedure shall be established for purchasing, handling, storing, and disposing of hazardous materials."

This course of action is required because of the right-to-know law and to keep the College in compliance with Federal and State regulations. In order to maintain compliance, an annual inventory is conducted as stated in the policy.

R. Hazardous Chemical Procedures

These procedures are to be followed when purchasing, labeling, handling, storing, or disposing of hazardous chemicals. All persons who may come in contact with hazardous chemicals must be able to read and understand the meaning and instructions on the label.

1. Purchasing

- a. Budgetary Units or individuals must obtain a Material Safety Data Sheet from suppliers with the initial shipment of hazardous chemicals and also with the first shipment after Material Safety Data Sheets (MSDS) have been updated.
- b. Current MSDS are obtainable on request from suppliers for all chemicals.
- c. MSDS for chemicals need not be obtained if they are:
 - In small containers (such as spray cans);
 - Used infrequently; and
 - Obtained from general retail stores.

2. Labeling

- a. Check product name as it appears on MSDS.
- b. Read MSDS or ask instructor if not familiar with the product.
- c. Check hazardous chemical ingredients, unless the product is covered by a trade secret claim.
- d. Check appropriate hazard warnings.
- e. Check name and address of the manufacturer, distributor, supplier, or other responsible party.
- f. Faculty, staff members, and students are not required to work with hazardous chemicals if the containers are not properly labeled.

3. Handling

- a. Read MSDS or ask instructor or supervisor if you are not familiar with product.

- b. Avoid skin contact.
- c. Use gloves when handling or dispensing product.
- d. Wear eye protection when pouring product.
- e. Wear protective apron when using or dispensing product.
- f. Use product in open or well-ventilated area.
- g. Keep chemical surface area small – avoid using large quantities of the product.
- h. No smoking is allowed in area where product is in use.
- i. Avoid heat or open flames.
- j. Use general industrial hygiene practices.
 - 1) Wash hands when finished.
 - 2) No food or beverages allowed in area where toxic chemicals are in use.
 - 3) Remove contaminated clothing as soon as possible.
 - 4) Make sure that all chemical containers are sealed tightly when not in use.

4. Storing

- a. All hazardous chemicals must be stored in accordance with Hazard Communication Standard 1910.1200.
- b. Hazardous chemicals must be stored in the proper container.
- c. Chemicals must be properly labeled before storing.
- d. Defective labels should be replaced before storing.

5. Disposing

- a. The Safety and Security Office will be notified before disposing of any hazardous chemicals on campus
- b. Hazardous chemicals must be disposed of in accordance with appropriate local, state, and Federal regulations

S. Crime Awareness and Campus Security Facts

1. Introduction

The following information is designed to provide an overview of security facts. The information presented is not designed to serve as any agreement or contractual arrangement for providing security services to members of the campus community, nor does it guarantee an individual's personal safety when utilizing the campus facilities or grounds. The Safety and Security Department urges all members of the College community to follow personal safety guidelines as the best method of preventing crime. You may help maintain your own safety on campus by following all security policies and by using such common-sense safety practices as walking in a group, reporting suspicious activities, and not leaving books, coats, personal items, or backpacks unattended, etc. The following also meets the guidelines of the "College and University Security Information Act," which was enacted by the General Assembly of the State of Tennessee on May 8, 1989, approved by the Governor of Tennessee on May 16, 1989, became effective on July 1, 1989, and became Public Law 101-542, "Crime Awareness and Campus Security Act of 1990," on November 8, 1990.

2. Mission

The basic mission of the Safety and Security Department is to provide a safe and healthy environment and to protect lives and property. The President and other responsible persons at Nashville State are deeply concerned about the safety and welfare of everyone on campus, as well as the protection of College facilities and equipment. The Safety and Security Department has the

responsibility for keeping the campus safe and secure. However, a truly safe campus can only be achieved through the cooperation of the entire College community: students, faculty, and staff. This information is part of the College's effort to ensure that this collaborative endeavor is effective. Please read it carefully and use the information provided to join College efforts in fostering a safe environment for everyone on campus.

3. Reporting Suspicious or Criminal Activity on Campus

Nashville State's Security Office operates and maintains 24-hour service and is accessible by telephone and by pedestrian traffic during normal business hours. Security guards patrol the campus by patrol car and on foot around the clock. The Safety and Security Office is open 365 days a year. The Safety and Security Office is augmented by closed circuit television systems, portable radios, and a cellular telephone. Department regulations state that when a person applies for assistance or advice or makes complaints or reports, either by telephone or in person, all pertinent information shall be obtained in an official and courteous manner and will be properly and judiciously acted upon in a way which is consistent with established departmental procedures.

You may report suspicious or criminal activities or other emergencies by phoning the campus Security Office at 353-3272 or 353-3273. You may also come by the Security Office, located in the A Building, Room A-70A, to report criminal and/or emergency situations. Such situations receive an immediate response. When reports are received, they are documented in an incident report. The report, depending upon the seriousness of the situation, may be augmented by a report from a Metro Nashville Police officer. The Metropolitan Nashville Police Department is notified of all felony crimes that occur on campus. Reports of follow-up investigative efforts into serious incidents are also maintained for future reference. The Tennessee Bureau of Investigation is notified of any crime determined to be of special interest. The report to the Bureau consists of a request for assistance. A monthly report of all crimes that occur on campus is forwarded to the Tennessee Bureau

of Investigation. A quarterly report is forwarded to the President and responsible persons in reference to all crimes on campus. The Security Office provides crime statistics upon request.

4. Campus Facilities

The policy concerning the use of College buildings and facilities was developed under the auspices of the Tennessee Board of Regents. Any outside group must submit a written request and related materials to the Dean of Student Services. On-campus groups and co-sponsored requests must also follow this procedure. College policy prescribes that all persons must telephone the Security Office after 2300 hours if they wish to gain access to campus buildings. The campus facilities are restricted to students, faculty, staff, guests, and invitees of the College, except when part or all of the campus, its buildings, or facilities are open to the general public for an approved and designated time and purpose. All persons on the campus of the College, including faculty, staff, guests, and invitees, shall be subject to all rules and regulations of the College and the Tennessee Board of Regents which are applicable to the conduct of students on campus and to all applicable federal and state laws and regulations. All persons on the campus of the College shall provide adequate identification upon request to appropriate officials and security personnel of the College. Personnel and students of the College who refuse to provide such identification may be subject to disciplinary action, and other persons who refuse to provide such identification shall be requested to leave the campus, and if they refuse, may be subject to lawful removal and prosecution.

5. Maintenance Program

The Safety and Security Department conducts a daily survey of outdoor lighting and reports problems directly to the Office of Maintenance and Operations. The Safety and Security Department conducts quarterly inspections of the campus for hazardous conditions and reports problems directly to the Office of Maintenance and Operations. In addition, Safety and Security personnel routinely report all hazardous, unsafe, or potentially

unsafe conditions found to exist on campus. In the event of a hazardous or unsafe condition, steps are taken to ensure the safety of the campus community.

6. Campus Law Enforcement

Nashville State's security guards do not have the authority to apprehend and arrest persons involved in illegal acts on campus. Security guards do have the authority to detain an individual or individuals until the arrival of Metropolitan Nashville Police. If there are minor offenses involving College students, the Security Office will report the offender to the Dean of Students. Major offenses, such as rape, murder, aggravated assault, robbery, and auto theft are to be reported to Metropolitan Nashville Police Department. Joint efforts by the Director of Safety and Security and Metro Nashville Police will ensue to solve these serious crimes. The prosecution of all criminal offenses, both felony and misdemeanor, will be conducted at the Municipal and General Sessions Courts of Davidson County. Nashville State security works closely with Metro Nashville Police and other law enforcement agencies.

7. Criminal Activity at Off-Campus Sites

Nashville State does not have student organizations at any of the off-campus sites. Off-campus activities are coordinated through the Office of the Dean of Students. If an activity is held off campus, outside security support would be provided by the Vice President for Academic Affairs or his/her designee.

8. Crime Prevention Program

The methods to prevent crimes, and other information pertaining to the campus, are regularly distributed to members of the College community through the Student Handbook, Faculty and Staff Handbook, newsletters, posters and Tip of The Day Program. Campus crime statistics are made available to students and employees upon request.

9. Alcoholic Beverage & Illegal Drug Policy

Tennessee Board of Regents Policy No. 3:05:05:01 specifically states that "the use and/or possession of alcoholic beverages on College or University owned or controlled property shall be prohibited."

As a result of the Drug-Free Workplace Act of 1988 (Public Law number 100-690-5151-5160), Nashville State is committed to maintain a drug-free working environment. The Personnel Services Department has issued and distributed copies of Nashville State's policy regarding drugs in the workplace. This policy states that Nashville State will ensure that the workplace is safe and free from the illegal use, manufacture, possession, distribution, or dispensing of controlled substances (as defined in the Controlled Substance Act 21, U.S.C. Section 812) by employees.

See Appendix 8 for the Drug-Free Communities Statement.

T. Policy Regarding Previous Criminal Records

The College does not inquire as to whether or not students entering the College have been arrested or convicted of a crime. However, if any student who indicates on an application for admission to the College a conviction for a felony offense, the student is referred to the Dean of Student Services for a preliminary interview prior to an admission decision. Notification of such conviction after admission may be cause for removal of the student from status.

The state employment application asks applicants if they have ever been convicted of any criminal offense other than a traffic citation. If so, they are asked to provide explanations and dates of the convictions. Any person who indicates on an application for employment a conviction for a felony offense will be subject to review by the Director of Personnel Services. Where such conviction directly affects the performance of the employee or poses a threat to the campus community in any way, the employee may be subject to rejection or reassignment at the direction of the Director of Personnel

Services. These standards also apply to felony convictions after achievement of employee status.

See Appendix 9 for disclosure requirements of the Tennessee College and University Campus Sex Crimes Prevention Act of 2002.

U. Rape or Attempted Rape Procedures

A full statement of procedures to follow in the event of a reported rape or attempted rape are available in the following campus offices: Safety and Security, Student Services, Library, and Vice President for Academic Affairs. In the event of such an occurrence, first determine the physical condition of the victim and seek needed medical help. Find an area that provides privacy to the victim while talking with you and notify Safety and Security as soon as possible, if the victim permits such notification. Also notify the Vice President for Academic Affairs.

V. Workplace Violence Prevention Policy

See TBR Guidelines P-085.

W. Occupational Safety And Health Program (OSHA)

1. Policy Statement

The Occupational Safety and Health Act of 1970 clearly states our common goal of safe and healthful working conditions. The safety and health of Nashville State employees and students continues to be a first consideration in the operation of this College. It is the intent of the College to comply with all laws. To do this we must constantly be aware of conditions in each individual's work area that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards, and in turn controlling them, is an important part of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

2. What is OSHA?

OSHA is the Occupational Safety and Health Act of 1970, a public law that took effect on 28 April 1971. It requires mandatory compliance by almost every employer in the United States, and is designed to assure safe and healthful working conditions for every worker in the nation.

3. Who is Covered By The Act?

In general, every employer with one or more employees who is engaged in a business that in any way affects interstate commerce is covered by the law. This includes the following:

- a. Professions. Attorneys, physicians, and other professionals, even if the only other employee is a private secretary.
- b. Agricultural employers. Anyone engaged in an agricultural enterprise with one or more employees. Family members are not classified as employees.
- c. Nonprofit organizations. All nonprofit organizations with one or more employees.
- d. Religious organizations. If the organization employs one or more persons in secular activities. Performance of or participation in a religious service is not considered employment.
- e. Manpower trainees. Individuals receiving special job training under Labor Department contracts ARE NOT considered employees. (However, all Labor contracts require the employer to provide safe working conditions.)

D. Definitions

1. Commission. The Occupational Safety and Health Review Commission established under the OSHA Act.

2. Commerce/ Interstate trade, traffic, transportation, communications, or commerce.
3. Person. One or more individuals, partnerships, associations, corporations, business trusts, legal representatives, or any group of persons.
4. Employer. A person engaged in a business affecting commerce who has employees. Does not include the United States or any State or political subdivision within a state.
5. Employee. An employee of an employer who is employed in a business of his employer which affects commerce.
6. Occupational Safety and Health Standard. A standard which requires conditions, or the adoption of one or more practices, means, methods, operations, or processes, reasonably necessary or appropriate to provide a safe or healthful employment and places of employment.
7. National Consensus Standard. Any occupational safety and health standard or modification which has been adopted by a nationally recognized standards-producing organization, and designated as a Standard by the Secretary of the Commission.
8. Established Federal Standard. Any operative occupational safety and health standard established by any United States agency or an Act of Congress that is presently in effect.