EMERGENCY RESPONSE PLAN
Carson-Newman College has established an Emergency Response Plan, (ERP), for emergency situations that might pose a threat to the campus community, to include natural or man-made incidents. The college understands that no emergency plan can be designed to meet every potential disaster that might arise, but that the purpose of its ERP to provide basic and reasonable administrative guidelines necessary for the management of a critical incident in concert with outside emergency responders.

In the event of a critical incident on or adjacent to the campus, the college will activate the campus E-2 Campus Alert System designed to send short cell phone text messages to students, faculty and staff about the incident and what they should do to keep safe and secure at that time. The college urges everyone on campus to sign up for the E-2 Campus Alert System by logging on to the Carson-Newman College website at: http://web.cn.edu/alert (and read the simple instructions on the signup page.) If you experience problems in signing up, please call the Information Technology Department at 471-3506 and ask for assistance. The only cost with the alert system is whatever your respective phone company would charge for a text message sent from the campus administration when sending out an alert.

The college will also disseminate emails to the campus community detailing as much information as possible related to the emergency, and provide additional instructions as to what immediate measures are to be taken.

The EMP provides procedures for critical emergencies of severe weather, criminal incidents, and pandemic flu that could cause a partial or total shutdown of the campus. Various local, state, and federal emergency responders will be requested as needed, and everyone should monitor the local news, campus email, and other emergency alert systems in the local area during critical emergencies.

During inclement weather the college has a weather committee that monitors the National Weather Service in Morristown, Tennessee for local weather concerns, and the President or his designated representative will make public announcements related to cancelling classes or delayed classes starting later in the day. Students and staff should make every effort to acquaint themselves with the various facilities on the campus in the event of a tornado or other major weather concerns which would force them to seek shelter in a basement or enclosed area.

The college receives outside support from the local police, fire, sheriff, county EMA and E-911 officials during emergencies that affect the safety of the campus. Any major criminal incident will be handled by the local Jefferson City Police and other law enforcement agencies. The campus community should avoid any area near such an incident and cooperate with both emergency responders and school administrators to ensure their own safety. When a major criminal incident occurs, the E-2 Campus Alert System will be activated, along with campus emails providing instructions to students and staff on how best to protect themselves. A partial
or total lockdown of the campus may be implemented and classrooms, offices, residence halls and recreational areas will be secured as reasonably possible.

The college has adopted a Pandemic Flu Plan, (PFP), in the event of a major outbreak on campus that would cause a partial or total shutdown of the campus. It will work closely with the local Jefferson County Health Department in the procurement of necessary medical supplies and the embedding of students too ill to care for themselves or unable to go to their respective homes.

Additional assistance will be afforded by the various on-campus departments, such as the food services, the wellness center nurse, counseling services, campus ministries, intramurals, student activities, maintenance, housekeeping and residence life.

In all instances that may require the college to close, every effort will be made to evacuate the campus, except for students who cannot go home for various reasons, to include international travel, illness or a campus wide quarantine. In the event of a required evacuation of the entire campus, the campus community will be notified by the E-2 Campus Alert System, emails and in person. In such situations, the local police and other emergency responders will assist in ensuring for the safest routes and for a place to go. Students are encouraged to keep both the college and their relatives aware of their whereabouts during such emergencies.