



The purpose of this document is to provide instructions on how to respond to incidents/disasters affecting American Baptist College.

For your safety and well-being, it is important that you become familiar with these emergency procedures.

Emergency Protocols & Procedures

www.ABCNASH.edu

Campus Operations: (615) 687-6926 | Police Emergency: 911

EVACUATION INFORMATION

- Evacuate building using the nearest exit (or alternate if nearest exit is blocked).
- Do NOT use elevators.
- Take personal belongings (keys, purses/wallets, etc.).
- Secure any hazardous materials or equipment before leaving.
- Go to closest Evacuation Assembly Point designated by a **blue star** on the campus map.

PERSONS WITH DISABILITIES

- Assist persons with disabilities.
- Develop a “buddy” system to help in your evacuation.
- On upper floors, contact Campus Operations and proceed to evacuation refuge areas (stairwells). Responding rescue personnel will assist you in evacuation.

SUSPICIOUS OBJECT

- Do not touch or disturb object.
- Call 615-687-6926.
- Notify your supervisor and/or the building coordinator.
- Be prepared to evacuate.

TORNADO WARNING

- Evacuate buildings with large, weakly supported roofs (e.g. Lafayette and Turner Halls) and seek shelter in lower areas of more substantial structures (e.g. Griggs Hall and Flakes Admin. Building).

EARTHQUAKE, SEVERE WEATHER

- Drop and cover under a table or desk or against an inside wall—not in a doorway—until the shaking stops.
- After the shaking stops, check for injuries and move toward the nearest exit or alternate.
- Go to closest Evacuation Assembly Point identified on the campus map on reverse side.
- Do not leave the area/campus without reporting your status to a College official.

POWER OUTAGE

- Remain calm; provide assistance to others if necessary.
- Move cautiously to lighted area. Exits may be indicated by lighted signs **if** emergency power is operating.
- Emergency lighting lasts only long enough to move to an Evacuation Assembly Point.
- Turn off and unplug computers and other voltage-sensitive equipment.

FIRE

- Activate the nearest fire alarm pull station and call Campus Security immediately at 615-687-6927
- Go to the closest Evacuation Assembly Point indicated on reverse side.
- Close doors as you leave.
- Do **NOT** use elevators.
- Do not re-enter a building until authorized by authorities.

HAZARDOUS MATERIALS RELEASE

- If an emergency or if anyone is in danger, call Campus Security at 615-687-6927.
- Move away from the site of the hazard to a safe location. Stay UPWIND of material.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed.

LOCKDOWN—SHELTER IN PLACE

For armed suspect, hazardous materials spill, etc.

- LOCK YOURSELF IN YOUR ROOM. Close all windows—remain quiet.
- Do not let anyone into a locked room until area is deemed clear by authorities.
- Do not block the armed subject’s access to an exit.
- Call 615-687-6926. Provide as much information as possible about the incident.

EMERGENCY TELEPHONE NUMBERS

ABC Campus Security	615-687-6927
Metro Police Dept.	911
Fire Dept.	
Electric Outages	615-234-0000
Facilities /Maintenance	615-687-6926
Weather Line	615-886-1211
Crisis Call Center	615-244-7444

MEDICAL EMERGENCIES

Tell the dispatcher:

- Your location, including building & floor.
- Name and condition of the patient.
- Remain on the phone with the dispatcher until help arrives.
- Check for medic alert bracelets.

If possible, arrange to have someone meet EMS personnel to direct them to your exact location.

FIRE EMERGENCIES & EVACUATIONS

If you discover a fire:

- Immediately pull the nearest fire alarm, located near stairwell exit doors.
- Exit the building after closing your door.
- Contact Campus Security at
- 615-687-6927.

If you hear the fire alarm:

- Take your immediate possessions and exit the building.
- Close your door.
- Proceed to the nearest designated Evacuation Assembly Point.
- NEVER use the elevators during a fire evacuation.
- Elevator Safety—During power outages there may not be emergency lighting. However, emergency phones should work. They provide direct contact to Campus Operations., which will arrange assistance.

CAMPUS LEGEND KEY

1. Main Entrance & Security

2. ABC Archway

3. Flakes Administration Building

4. Griggs Hall
(Living & Learning Center)

5. Lafayette Hall

6. Basketball/Tennis Court

7. Campus Facilities/Plant Operations

8. Health & Wellness Center

9. Apartment Units 7 & 8

10. Apartment Units 11 & 12

11. Apartment Units 13 & 14

12. Apartment Units 15 & 16

13. Turner Hall

14. Lewis & Scruggs
Leadership Development Center

15. Flame Cafe'

16. Susie McClure Library



IMPORTANT DO'S AND DON'TS

- Do register for the ABC Alert System.
- Do keep a copy of this information with you at all times.
- Do find out the name of your building/Area Coordinator.
- Do make sure you are aware of the needs of anyone with disabilities in your area.
- Do ensure your personal contact information is up-to-date with your department and Human Resources.

- Don't reenter a building after evacuating.
- Do not open doors that feel hot to the touch.
- Do not speak to the media. All media inquires MUST be directed to the Office of Communications: **615-687-6921**.

Additional Safety Precautions

- Close all doors behind you as you leave to prevent the spread of fire.
- Check stairwell for smoke and heat. If present, use an alternate stairwell.