

## Policy 4.0

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**Policy Area: FACILITIES** **Number: 04**  
**Subject Area: Chairperson's Responsibility for Maintenance** **Number: 04. 1**  
**Specific Subject:** **Number:**  
**Subject Component:** **Number:**  
**Effective Date: Spring 1989**  
**Revised Date: FALL 1996; Spring 2008** **Reviewed: Spring 2001**

### Maintenance

1. Each Chairperson is responsible for reporting any maintenance and repair needs observed *in* department program operation areas.
2. All requests for repairs or alterations must be submitted in writing to Facilities Management. No alterations to any university building, including both interior and exterior walls, are permitted without prior approval of President or Vice President for University Relations and Administrative Services.
3. Requests for alterations and repairs in classrooms and offices should be channeled through department chairperson. These requests must be by memo, work order, or renovation request form.
4. Departments are not to incur expenses that exceed departmental budgets without prior approval of dean.

**Policy Area: FACILITIES** **Number: 04**  
**Subject Area: Use of Facilities** **Number: 04. 2**  
**Specific Subject:** **Number: 04. 2**  
**Subject Component:** **Number:**  
**Effective Date: Spring 1989**  
**Reviewed Date: Spring 2001; Spring 2008**

College adheres to policies and procedures of university's Center of Continuing Education and Academic Outreach regarding use of university facilities.

**Policy Area: FACILITIES** **Number: 04**  
**Subject Area: Building Safety** **Number: 04. 3**  
**Specific Subject: Fire** **Number: 04. 3A**  
**Subject Component:** **Number:**  
**Effective Date: Spring 1989**  
**Reviewed Date: Spring 2001; Spring 2008**

1. Chairperson should report any possible fire hazard(s) to appropriate campus authorities.
2. Rules for fire evacuation will be posted in each building. These will include directions on exit and alternative exits to use, and outdoor area to proceed to upon leaving buildings. Evacuation areas are to be at least 100 feet away from building.
3. Windows and doors should be closed before leaving.
4. Whenever possible, electric or mechanical equipment should be turned off before leaving building.
5. Faculty and staff should assist in maintaining order during evacuation and assist individuals who need help.

**Policy Area: FACILITIES**

**Subject Area: Building Safety**

**Specific Subject: Tornado**

**Subject Component:**

**Effective Date: Spring 1989**

**Reviewed Date: Spring 2001; Spring 2008**

**Number: 04**

**Number: 04. 3**

**Number: 04. 3B**

**Number:**

It is imperative that everyone follows directions and that all faculty and staff know every measure of safety for occasion. Every faculty and staff member should know exactly where are safe areas for protection and proper behavior during an alert.

1. "Safe areas" should be designated in each department.
2. Faculty and staff should be aware of following proper positions that should be taken in shelter areas:
  - a. Rest on knees, lean forward, and cover face by crossing arms above face.
  - b. Sit on floor, cross legs, cover face with folded arms.
  - c. If space does not permit use of first or second position, suggested position is to stand and cover face with crossed arms. Wraps or coats, when readily available, should be used as covering in case of tornado.
3. Faculty, staff, students, and visitors who are housed in one-story buildings and in portables shall be brought into interior halls or corridors of facilities.
4. Faculty, staff, students, and visitors who are housed in two-story (or more) buildings should be evacuated from top floors to interior halls of lower floor. If this space does not accommodate all individuals, smallest number possible should be kept in corridors of second floor southwest area.

5. Faculty, staff, students, and visitors should not be placed in auditoriums, gymnasiums, or other large areas with wide free-span roof.
6. All gas and electrical equipment should be turned off.
7. Windows and outside doors on side from which tornado is approaching should be closed.
8. Windows and outside doors on side of building opposite to approaching storm should be opened.
9. All inside doors that lead into corridors should be kept open.
10. Each faculty and staff member must assume responsibility of setting good example by remaining calm during an alert. They should give complete and accurate instructions to others and help them maintain emotional stability.

**Policy Area: FACILITIES**

**Subject Area: Building Safety**

**Specific Subject: Bomb Threats**

**Subject Component:**

**Effective Date: Spring 1989**

**Revised Date: FALL 1996; Reviewed Date: Spring 2001; Spring 2008**

**Number: 04**

**Number: 04. 3**

**Number: 04. 3C**

**Number:**

Institutions continue to be made targets of bomb scare hoax. Most often, these represent nothing more than an annoying interruption of routine. However, these threats against students and staff are life threatening and must be taken seriously.

Following procedure is to be used by chairperson when a bomb threat is received:

1. Person taking call should record time of call and exact message and should get as much information from caller as possible, such as where bomb is and what time bomb will explode. Recording quality of voice and other details will be of assistance.
2. Depending on time factor involved, Office of Public Safety and designated building coordinator should be notified.
3. Permission to evacuate building must be obtained from designated building coordinator.
4. Notify dean.
5. After building is declared safe by proper authority, students and staff may return to class.

**Policy Area: FACILITIES**  
**Subject Area: Building Safety**  
**Specific Subject: Precautions and Reporting Hazards**  
**Subject Component:**  
**Effective Date: Spring 1989**  
**Reviewed Date: Spring 2001; Spring 2008**

**Number: 04**  
**Number: 04. 3**  
**Number: 04. 3D**  
**Number:**

1. Precautions. Reasonable precautions will be taken for safety of students, faculty, staff, visitors, and all others having business in each facility.
2. Reporting Hazards. Each employee observing a potential safety hazard shall report such hazard to chairperson, who will cause situation to be remedied or reported to proper authority for remedy.

**Policy Area: FACILITIES**  
**Subject Area: Building Security**  
**Specific Subject:**  
**Subject Component:**  
**Effective Date: Spring 1989**  
**Reviewed Date: Spring 2001; Spring 2008**

**Number: 04**  
**Number: 04. 4**  
**Number:**  
**Number:**

1. Each chairperson is to report to Murray State Public Safety any security problems or needs immediately after their identification.
2. Number of keys to outside doors will be limited and issued only to those persons required to enter building after hours on regular basis.

***THE COLLEGE OF EDUCATION HOMEPAGE HAS A LINK TO CAMPUS WIDE EMERGENCY PROCEDURES (LINK) <http://coekate.murraystate.edu/building/>***