



**MIDDLE TENNESSEE STATE UNIVERSITY**  
Office of Compliance and Enterprise Risk Management

**Compliance Tips of the Month**

**University-Sponsored Camp Safety Resources for Risk Management  
and Emergency Preparedness**

As part of two seminars on University-sponsored Camp Safety and Risk Management Awareness presented during the month of March, presenters from various campus departments provided information on how camp facilitators, managers, sponsors, and directors could ensure the safety of camp participants. The seminar presenters also provided information on University resources and procedures related to emergency management.

The following are resources and information to assist University-sponsored camps and/or event facilitators and their staff with both risk management and emergency management when hosting minors on campus:

1. **Camp Risk Management Resources.** University-sponsored camp directors, facilitators, and managers should assess their preparedness for emergencies, including weather-related events; food-borne illnesses; medication dispensing for campers; and accident/incident record-keeping. The [Camp Crisis and Risk Management Plan](#) provides information related to camp safety and includes a checklist for managers and facilitators to consider, as well as a list of University resources for facilities and/or emergency management support.
2. **EHS and Facilities.** Additional resources related to Environmental, health, and safety, as well as Facilities, for which University-sponsored camp directors, camp operators, and camp sponsors should be aware are provided below from the Office of Environmental, Health & Safety, courtesy of Director Alan Parker, as well as Assistant Vice President Joe Whitefield. Listed below are some of their office's resources:
  - a. Fire Safety information: <http://www.mtsu.edu/ehs/index.php>.
  - b. Accident Reporting Form:  
<http://www.mtsu.edu/ehs/StudentAccidentReport2017.pdf>.
  - c. Reporting Hazards: <http://www.mtsu.edu/ehs/contact.php>, as well as contact Mr. Alan Park at extension 2392.

- d. Facilities Work Order Request Forms:  
[http://www.mtsu.edu/facserv/work\\_request\\_forms.php](http://www.mtsu.edu/facserv/work_request_forms.php).
  - e. Campus Crisis and Emergency Management – [Policy 730](#).
  - f. Workplace safety and workers compensation -  
<http://www.mtsu.edu/hrs/benefits/wcomp.php>.
3. **Accessibility.** For resources regarding the Americans with Disabilities Act and/or accessibility tools, the Office of Institutional Equity and Compliance provides information, training, and accessibility tips. Dr. Lance Alexis, Director of ADA/Disability Access, can provide additional information and support for University-sponsored camps whose campers may have accessibility needs. Listed below are additional resources:
- a. ADA Compliance webpage - <https://www.mtsu.edu/ada/>.
  - b. Strategies and Resources - <https://www.mtsu.edu/ada/syllabus.php>.
  - c. Reporting discrimination – [Office of Institutional Equity and Compliance](#) and Dr. Marian Wilson and/or Dr. Lance Alexis.
4. **Safety and Security.** For resources regarding University safety and security including the University’s policy on concealing and carrying weapons on campus, below are resources and policies. Please refer to Lieutenant Jeff Martinez for additional information on any of the below listed topics and resources:
- a. Concealed Carry Information for University Employees -  
<http://www.mtsu.edu/police/Concealed-Carry-info.php>.
  - b. Notification of Employee’s Intent to Carry a Concealed Handgun (the form discussed in the seminar) - <http://www.mtsu.edu/police/docs/Intent-to-Carry-Form.pdf>.
  - c. Tornado Preparedness - <http://www.mtsu.edu/alert4u/tornado.php>. AccuWeather will, through University Police, inform the campus when it is time to provide the Tornado siren alert when such an event occurs (outside of normal, Tornado siren testing).
  - d. Active Shooter Response Materials - <http://www.mtsu.edu/alert4u/active-shooter.php>. Please contact Lt. Martinez for additional information about Active Shooter drills and exercises. Lt. Martinez can be contacted at [Jeff.Martinez@mtsu.edu](mailto:Jeff.Martinez@mtsu.edu).
  - e. For emergency situations in and around campus, dial extension 2424 first. Remember that dialing 911 from your mobile or office phone goes to the Murfreesboro PD who will reroute the call to our University Police, so dial 615-898-2424, first.

Contact: [Carem@mtsu.edu](mailto:Carem@mtsu.edu)  
Cope Administration Building, Room 119  
1301 E. Main Street  
Murfreesboro, TN 37132

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