

# Troy University Phenix City Safety and Security Plan

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## **SAFETY AND SECURITY**

### **MISSION PRIORITIES**

1. The Protection of Students
2. The Protection of Faculty, Staff, and Visitors
3. The Protection of Property
4. The Enforcement of Local, State, and Federal Laws and Troy Policies, Rules, and Regulations

Campus security is part of the Student Services department. All public safety services are coordinated with key University and local officials. Currently, all security functions are contracted to external professional agencies, which provide designated services to the university community.

Evening and weekend patrol services are provided with access to the City of Phenix City law enforcement and emergency services. The contractors utilize staff who are qualified in all aspects of security. Each officer participates in training courses that meet federal and state standards.

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### **COORDINATION OF SECURITY**

All reports of crime or suspected criminal activity at Troy should be reported to Student Services Director or the Evening/Weekend Coordinator in the Adams building. Campus Security can be reached at extension 5260. The switchboard operator also assists in receiving security messages. Operators can communicate with local law enforcement and emergency services as needed. Call extension 5260 for the switchboard operator.

Troy officials coordinate an effective response to crime reports with local and state law enforcement officials. A working relationship exists with the City of Phenix City Police Department and Russell County Sheriff's Department for assistance and coordination of investigations and crime reporting. The evening coordinator monitors an emergency two-way radio with security officers during the evening and weekend hours.

All emergency calls should be made to one of the following:

- Campus Security (extension 5260)
- Switchboard Operator (extension 5260)
- Auxiliary Services Director (extension 5136)
- Evening Coordinator (extension 5110)

### **Security of Facilities/Equipment/Grounds**

Campus Security is responsible for the safety and security of University facilities. Security personnel lock University buildings at designated hours and secure facilities when not in use. Campus Security is responsible for patrolling the campus to deter criminal activity. Security personnel monitor parking lots and campus areas at specified times.

Employees may return to buildings after hours. Security may or may not be present. When leaving the building, the employee is responsible for securing doors. Students are not permitted to enter administrative offices after they are closed. Security procedures are provided for the protection of the University community. In addition to securing facilities, Campus Security is also responsible for equipment security. An inventory control system is in place to ensure no loss of equipment.

Campus Security and appropriate administrators will not remove university property from the campus without coordination. Campus grounds are maintained to deter criminal activity. Routine trimming of shrubbery and trees is completed to provide a safe campus. Campus lighting is monitored continually.

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## **CRIME PREVENTION**

Crime prevention requires the cooperation of students, faculty, and staff in order to be effective. Employees and students can assist in the crime prevention effort by acting as the eyes and ears of the security department. Memos and newsletters are used to inform employees of any security concerns.

Some guidelines for helping to deter crime are outlined below:

### **University Buildings**

- Avoid working or studying alone in a building.
- When working late, make sure doors are locked.
- Lock valuables in a cabinet or drawer.
- Report lost keys or damaged locks immediately.
- Do not prop open exterior doors or open for strangers after normal operating hours.

### **Automobiles**

- Always lock your car.
- Have keys in hand ready to unlock car.
- Before getting into the car, check the front and back seats for intruders.
- Do not leave valuables in car.
- Never leave keys in an unattended vehicle.
- Park only in well-lighted areas at night.

## **Personal**

- Avoid walking alone at night. Walk on well-lighted and well-traveled routes.
- If you think you are being followed, change direction and head for bright lights and other people.
  - Never give the impression you would be an easy victim.
  - Keep a safe distance from strangers.
  - Don't enter an elevator with someone who makes you feel uneasy.
  - Plan ahead. Know what you would do if attacked.

## **How to Report an Incident**

When calling Campus Security to report an incident, be prepared to provide the following information:

- Your name.
- Location of incident.
- Description of the scene and suspects.
- A description of any vehicles involved, especially license plate numbers.
- Campus Security and University officials will investigate all reports.

If you are assaulted or witness an assault, call:

- Campus Security (extension 5260)
- Switchboard Operator (extension 5260)
- Auxiliary Services Director (extension 5136)
- Evening Coordinator (extension 5110) immediately

Try to remember as much about the attacker as possible:

- sex
- race
- hair color
- body size
- clothing description
- scars
- mode of travel
- type of vehicle, color, and license plate number
- do not disturb any evidence

If you see a suspicious person, call Campus Security immediately. Report the type of suspicious activity and give a description of the subject(s) involved. If you experience a theft, call Campus Security immediately. Do not touch or disturb anything at the scene of the crime.

Troy University Phenix City provides campus parking areas to handle as many vehicles as possible. The parking regulations listed below are designed to make parking spaces available to as many vehicles as possible and to facilitate the work of the University and to ensure the safety and convenience of all concerned.

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## **AUTOMOBILES**

### **Operating Permits**

Parking permits are required.

### **Parking Regulations**

- Parking regulations apply to all students, faculty, staff, and visitors.
- All city and state regulations and all directive signs governing the use of motor vehicles shall be observed at all times.
- The speed limit for motor vehicles on the campus is 20 miles per hour except where slower speed is essential for safety.
- All vehicles must come to a complete stop at intersections where stop signs are located. Motorists must give the right-of-way to pedestrians crossing streets.
- Parking is permitted only in areas provided for parking.
- No parking at anytime on yellow lines or in "No Parking" areas.
- Rain or inclement weather will not alter any of the provisions of parking regulations.
- No parking is permitted on unpaved areas of the campus unless the area is designated for parking.
- Motor vehicles must be parked within the markers in all campus parking areas. Parking on or over a line, a curb, or backed into (pulling through) a parking space is a violation of regulations.
- If a vehicle is found on campus in violation of any provisions of these regulations and identity of the driver cannot be determined, the person in whose name such vehicle is registered shall be held responsible for violations committed.
- The University reserves the right to regulate the use of motor vehicles on the campus and to forbid the use of a motor vehicle by any student, faculty, or staff member whose conduct in any way shows that he/she is not cooperating with published University parking and traffic regulations.
- The University reserves the right, after a reasonable attempt is made to contact the owner, to remove and impound illegally parked or abandoned vehicles and any vehicle with no license plate, or parked in such a way as to constitute a serious hazard to vehicle or pedestrian traffic or to the movement and operation of emergency equipment. The owner shall be responsible for the costs involved in removing, impounding, and storing of such vehicle. The University shall not be liable for any damage to such vehicle occurring during removal or impoundment thereof.

### **Parking Fines**

- The person whose name a vehicle is registered is responsible for all parking violations on campus for that vehicle.
- Each violation will result in a citation, and a fine of TEN dollars (\$10.00) will be assessed.
- A fine of ONE-HUNDRED dollars (\$100.00) will be assessed for illegal parking in handicapped areas.
- All fines are due and payable immediately. Payments may be made in person at the Business Office, Adams Building, third floor, Monday through Thursday between 9:00 A.M. and 5:30 P.M. Receipts will be issued for payment made in person during these hours only. Payment may also be made by mail to: Troy University Phenix City, Business Office, One University Place, Phenix City, AL 36869.
- Unpaid fines will result in denial of registration for subsequent semesters for owner or operator of vehicle.
- Students who accumulate fines in excess of \$25.00 in any one term will be subject to disciplinary action. This could result in suspension of driving privileges on campus.

### **Listed below are the most frequently issued citations:**

1. Parking in "No Parking" area;
2. No valid parking permit displayed;
3. Expired parking permit;
4. Backing into parking space (pulling through);
5. Blocking vehicles on roadway;
6. Parking in "Fire Lane";
7. Illegally parking in handicapped space;
8. Parking on or over a line;
9. Student parking in faculty/staff parking area;
10. Parking in unmarked space.

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## **EMERGENCY NOTIFICATION**

The telephone is the primary means of emergency notification at Troy. This system is intended for immediate transmission of specific information regarding an emergency to all affected areas of the campus.

### **On-Campus Assistance**

Dial 5260 when dialing on-campus for the Switchboard Operator. An operator is on duty from 8:00 A.M. until 10:00 P.M. Monday through Thursday, from 8:00 A.M. until 1:00 P.M. Friday.

### **Off-Campus Assistance**

- Local law enforcement agencies at 911
- Local fire department and paramedic units at 911
- State law enforcement agencies (emergency only) at 911
- Local ambulance services at 911
- Local Hospital 334-732-3000

Emergencies during the evening program will be coordinated by the Evening Administrator. Emergencies during the weekend program will be coordinated by the Weekend Supervisor.

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## **EVACUATION PROCEDURES**

### **General**

Some emergency situations will require the evacuation of only one building or area, while others may dictate the entire campus be evacuated. The type of emergency situation will dictate the method of evacuation. When a building is evacuated, all persons will leave immediately and in an orderly and safe manner.

### **Building Evacuation**

- All building evacuations will occur when an alarm sounds and/or upon notification by Building Coordinator.
- When the building evacuation alarm is activated during an emergency, everyone must leave by the nearest marked exit and alert others to do the same.
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING!
- Once the alarm has been sounded, designated personnel will physically check each room/area in the building to ensure everyone has left the building.
- Once outside, everyone must proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- No one is to return to an evacuated building unless told to do so by designated personnel.

### **Campus Evacuation/Building Control**

#### **Vehicle Control:**

- When the emergency dictates that the campus be evacuated, consideration must be given to vehicle traffic control.
- Personnel will be strategically placed at specific locations to direct vehicle traffic. Specific location assignments and instructions will be secured by the designated personnel.

### **Securing Buildings or Areas**

Physical Plant personnel will assist in securing any damaged buildings or areas. Specific locations and directions will be issued by the designated personnel. Securing the area will consist of:

- Placement of physical barriers such as ropes, barricades, cones, etc.
- Strategic placement of personnel to physically restrict access by unauthorized person.

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## **TORNADO INFORMATION**

Physical Plant personnel will secure all utilities to the damaged building or area as required by the designated personnel.

### **Purpose**

The purpose of the plan is to provide a procedure to maximize the security of University faculty, staff, students, and property in the event of a tornado.

### **Definitions/Explanations**

A tornado is a wind spout spawned by severe thunderstorms or hurricanes. Winds may approach 300 miles per hour. Their usual direction of travel is from southwest to northeast. The weather service uses a two-stage system to alert people to a tornado danger:

- **WATCH:** Atmospheric conditions are conducive for tornadoes, although none have been sighted.
- **WARNING:** A tornado has been spotted, visually or on radar.

### **Procedure**

- Upon receipt of an Emergency Management Agency (EMA) broadcast stipulating a "Tornado Watch" or "Warning" for Russell County, the Switchboard Operator will notify designated personnel. The Switchboard Operator will monitor the weather radio and listen for further bulletins and also closely monitor the EMA pager for additional information that may be passed on by Civil Defense.
- Upon notification by the Switchboard Operator, designated personnel will take the following actions based on the type of alert.

### **Tornado Watch**

The designated personnel must be prepared to move employees and students to designated areas in the event of a "Tornado Warning" and be prepared in the event a tornado hits the facility.

### **Tornado Warning**

The designated personnel will move employees and students to designated areas. The designated areas are as follows:

**Adams Building**

- All second and third floor classes/office personnel must be moved to the first floor interior hallway.
- All first floor classes/office personnel must be moved to the interior hallway.

**Higginbotham Hall**

- All classes/office personnel must be moved to the interior hallway.

**Bookstore Building**

- All personnel in classrooms should move to interior hallways, away from windows and other exposed glass.

**Education Building**

- All personnel in classrooms should move to interior hallways, away from windows and other exposed glass.

1. Everyone should stay clear of windows and exterior doors.
2. Individuals should leave vehicles and seek shelter in a building.
3. Any outdoor activities should be ceased and everyone moved inside.
4. Everyone is to stay in the designated area until "All Clear" word is given.

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## **HURRICANE INFORMATION**

**Purpose**

The purpose of this plan is to provide a procedure to maximize the security of University faculty, staff, students, and property in the event of a hurricane.

**Definitions/Explanations**

- **Tropical Storm:** Distant rotary circulation's; constant wind speed ranging from thirty-nine to seventy-three miles per hour.
- **Hurricane:** Pronounced rotary circulation constant wind speed of seventy-four miles per hour or more.
- **Hurricane Watch:** A hurricane may threaten coastal and inland areas.
- **Hurricane Warning:** A hurricane is expected to strike an area within 24 hours.

**Procedures**

- Upon receipt of an Emergency Management Agency (EMA) broadcast stipulating a "Hurricane Watch" or "Warning" for the Gulf Coast, the Switchboard Operator will notify the designated personnel.

- **NOTE:** The dispatcher of the Russell County Sheriff's Department will probably activate the broadcast and receive the acknowledgment if it is made outside the hours 8:00 a.m. to 4:30 p.m., Monday through Friday. In this case, a second call 15 minutes after the broadcast, might be necessary to talk to EMA personnel.
- The designated personnel will perform one or more of the following action statuses based on the EMA's initial assessment and subsequent updates on the situation:

**Monitoring Status:** This status is taken when the hurricane is more that 48 hours away from the University.

- Monitor EMA broadcasts.
- Notify and inform members of Safety/Emergency Team.
- The primary objective is to mentally prepare for "Watch" and "Warning" status actions.

**Watch Status:** This status is taken when the hurricane is 24-48 hours away from the facility.

- Monitor EMA broadcasts.
- Notify and inform members of Safety/Emergency Team.
- The designated personnel will inform those affected in the event the storm enters mainland and is a threat to the Phenix City area.

**Warning Status:** This status is taken when the hurricane is less that 24 hours away from the facility and a storm is imminent.

- Monitor EMA broadcasts.
- Notify and inform members of Safety/Emergency Team.
- The Vice-President or his designated representative will issue orders suspending all classes and closing the campus at a prescribed date and time.

Closing of the campus shall be accomplished in three distinct stages:

**Stage 1:** All classes and student-related activities shall be suspended. During this stage, students will be requested to leave campus.

**Stage 2:** All faculty, office, and other nonessential personnel will leave campus. The time of initiation of employee evacuation and the deadline for completing evacuation will be determined by the Vice-President or his designee. Once the evacuation order is given, it is mandatory that all affected persons leave at this time so emergency preparations can be completed.

**Stage 3:** This will be the final closing stage and all personnel will leave campus. This will normally be two to three hours after Stage 2 has been implemented. Stage 3 will be declared when all buildings have been secured and the Physical Plant department has completed their tasks. No person may remain on campus after Stage 3 is declared unless expressly approved by the President or his designee. Contract Security personnel will remain on campus

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## **SEVERE THUNDERSTORM INFORMATION**

### **Purpose**

To provide a procedure to maximize the security of University faculty, staff, students, and property in the event of a severe thunderstorm.

### **Definitions/Explanations**

The primary dangers associated with thunderstorms are lighting, tornadoes, strong winds, and flooding.

- Severe Thunderstorm Watch: This status means conditions are favorable for thunderstorms. The National Weather Service will rarely issue this status.
- Severe Thunderstorm Warning: This status means thunderstorms are in or moving to an area. A "Lighting Advisory" may or may not be issued with this weather status.
- Lightning: If there are less than five seconds between the flash and the thunderclap, take shelter and stay inside.

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## **FIRE INFORMATION**

### **Purpose**

To provide a procedure to maximize the security of University faculty, staff, students, and property in the event of a fire.

### **Definitions/Explanation**

- Fire: The active burning or smoldering of combustible material.
- Fire Alarm: The continuously ringing of the alarm bell.

### **Procedure**

Three things must be done in pursuit of fire prevention and control. First of all, it is necessary to do things to prevent fires from ever starting. Second, if a fire does start, it is necessary to notify fire authorities. The third thing to do in case of a fire is to react in whatever manner the situation dictates.

### **Fire Prevention**

All employees must be alert to fire hazards and conditions which cause fires. Fire prevention is the elimination of all conditions that may lead to the cause of fires. Examples of the causes are: violation of "No Smoking" policies, carelessness, spontaneous combustion, and poor housekeeping.

## **Fire Notification**

During normal operating hours (Monday through Thursday, 7:45 A.M.-5:30 P.M. and Friday, 7:45 A.M. through 12:00 noon), pull the local fire alarm pull station in the affected area and then dial 5260 (Switchboard Operator). Give the operator the exact location and nature of the fire. The Switchboard Operator will then notify the fire department by dialing "911" and giving them the location and other pertinent information about the type of fire, etc., which is known.

During the evening hours (Monday through Thursday, 6:00 P.M. to 10:30 P.M.) pull the local fire alarm pull station in the affected area and then dial 5260 (Switchboard Operator). Give the operator the exact location and nature of the fire. The Switchboard Operator will then notify the fire department by dialing "911" and giving them the location and other pertinent information about the type of fire, etc., which is known.

During other than normal operating hours, the campus security officer on duty will notify the fire department by dialing "911" and advise them of the location and nature of the fire. The officer will then stand by to direct the fire department to the fire and assist them if needed.

## **Reacting to the Fire**

If a minor fire appears controllable, immediately report the fire as described above and return to the scene of the fire. If possible, attempt to extinguish the fire. Every precaution should be taken to avoid personal injury. Do not place yourself in a dangerous situation

Upon encountering large fires that do not appear controllable, immediately report the fire as described and evacuate the building. When a fire alarm is activated, the evacuation procedures as described in the Evacuation Procedures will be used.

The Fire Department suggests that handicapped persons should respond to the alarm as follows if they are not able to exit the building:

- Position themselves just inside the door of the fire exit stairs, prop the door open, and await Fire Department rescue.
- Get someone to notify the Switchboard Operator of their location.
- The area shall be checked on every floor by the floor-by-floor inspection team.

**NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!**

*The use of a fire extinguisher is done by all occupants. Anyone is authorized to use a fire extinguisher to put out small fires or to help in removing occupants from the building.*

## **BOMB THREAT INFORMATION**

### **General**

Chances are that a bomb threat call may not be directed toward an individual, but rather to the person who answers the telephone first, normally the Switchboard Operator. The most important thing to remember is **CONCENTRATE ON LISTENING**.

### **Procedures**

Any person receiving a bomb threat should write down what is being said. Be calm. Be courteous. Do not interrupt the caller.

Ask the caller the following:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Ask the caller to repeat message.

Keep talking to the caller as long as possible and record the following:

- Time of call.
- Age and sex of caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.

Immediately after the caller hangs up, contact the Switchboard Operator, Ext. 5260. Do not spend critical time attempting to call or notify any other persons or departments.

Required building evacuation will proceed as outlined in "Evacuation Procedures."

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## **UTILITY FAILURE INFORMATION**

### **Purpose**

To provide a procedure to maximize the security of University faculty, staff, students, and property in the event of a major utility failure.

## **Definitions/Explanations**

Utility failure at Troy would result when the following occurs:

- Electrical Failure
- Water Failure/Flooding
- Gas Leak Detected

## **Procedures**

- In the event of a major utility failure occurring during regular working hours (8:00 A.M. through 6:00 P.M., Monday through Thursday and 8:00 A.M. through 1:00 P.M. on Friday), immediately notify the Switchboard Operator, Physical Plant personnel, or Financial Affairs office personnel.
- In the event of a major utility failure occurring during the evening program (5:30 P.M. through 10:00 P.M., Monday through Thursday), immediately notify the Switchboard Operator or Evening Administrator at extension 5260.
- If there is potential danger to building occupants or if the utility failure occurs after hours, weekends, or holidays, notify Campus Security. In the event of plumbing failure/flooding, cease using all electrical equipment. In the event of a gas leak, cease all operations. Do not switch on lights or any other electrical equipment. All building evacuations will occur when an alarm sounds (See Evacuation Procedures in this manual.)
- All campus buildings are equipped with emergency lighting to provide sufficient illumination in corridors and halls for safe evacuations. ASSIST THE HANDICAPPED IN EXITING THE BUILDING!
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep the walkways, fire lanes, and hydrants clear for emergency crews. If requested, assist the emergency crews as necessary.

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## **ENVIRONMENTAL SAFETY INFORMATION**

### **Purpose**

To provide a procedure to maximize the safety and security of University faculty, staff, students, and property in the event of a hazardous waste emergency.

### **Procedures**

In the event of a spillage of a hazardous chemical radioactive material or natural gas leak, the following procedures should be followed:

- Report immediately to Switchboard or Administration personnel.
- When reporting, be specific about the nature of the involved material and exact location.
- The key person on site should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Campus Security.

- Anyone that may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to Campus Security. Required first aid and cleanup by specialized authorities should be started at once.
- If an emergency exists, activate the building alarm.
- All building evacuations will occur when an alarm sounds. (See "Evacuation Procedures").
- ASSIST THE HANDICAPPED IN EXITING THE BUILDING!
- Once outside, move to a clear area at least 500 feet from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and cars.
- If requested, assist emergency crews as necessary.
- DO NOT RETURN TO AN EVACUATED BUILDING!

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## **PSYCHOLOGICAL, VIOLENT OR CRIMINAL BEHAVIOR INFORMATION**

### **Purpose**

To provide a procedure to maximize the security and safety of University faculty, staff, students, and property in the event of psychological, violent, or criminal behavior.

### **Definitions/Explanations**

A psychological crisis exists when an individual is threatening harm to himself/herself or to others or is out of touch with reality due to severe drug reactions or psychotic breakdown. A psychotic breakdown may be manifested by hallucinations and/or uncontrollable behavior.

### **Procedures**

University officials/Campus Security provide help and protection for University faculty, staff, students, visitors, and property. This service is provided during usual hours of usage. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or a witness to any on-campus offense, promptly notify University officials by calling the Switchboard Operator (ext. 5260) or 911, if after normal working hours, as soon as possible and report the incident, including the following:

- Nature of the incident.
- Location of the incident.
- Description of the person(s) involved.
- Description of property involved.

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify Campus Security and report the incident.

Assist University officials when they arrive by supplying them with any additional information and ask others to cooperate.

Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

If taken hostage:

- Be patient. Time is on your side. Avoid drastic action.
- The initial forty-five minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor is emotionally unbalanced. Don't make mistakes which could hazard your well-being.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Maintain eye contact with the captor at all times if possible, but do not stare.
- Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient and wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

If a psychological crisis occurs:

- Never try to handle on your own a situation you feel is dangerous.
- Notify University officials by contacting the Switchboard Operator (ext. 5260) during normal working hours or Campus Security (ext. 225) after hours.
- Clearly state that you need immediate assistance. Give your name, your location, and the crisis involved.
- In extreme emergencies, dial 911.

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## **MEDICAL AND FIRST AID INFORMATION**

### **Purpose**

The purpose of this section is to establish procedures to be followed when it is necessary to administer temporary care to a victim of an accident or sudden illness until the services of qualified persons can be obtained. The first response of any student, employee, or guest seeking aid for an injured or ill person must be to call the Switchboard, ext. 5260, to request

immediate medical assistance. Should the student, employee, or guest be on campus at times when the Switchboard is not operating, locate a telephone and dial 911, requesting medical care on sight and following directions of emergency personnel on the telephone.

### **Definitions/Explanations/Procedures**

The following information is provided in the event that a student, employee, or guest administers temporary care to a victim until the services of a qualified person can be obtained.

- **First Aid:** The immediate and temporary care given to a victim of an accident or sudden illness until the services of a physician can be obtained.
- **Administration:** Send for a doctor immediately! Do not attempt to administer first aid unless you have had a first aid training course from a qualified Red Cross instructor. Make the patient comfortable. Use common sense. First aid kits, including latex gloves, are available in Troy department offices, at the Switchboard, and through Campus Security.

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## **MEDIA RELATIONS**

### **General**

Questions about an emergency situation from the news media or other non-University individuals will be handled by the Public Relations Office. The main purpose of the Public Relations Office will be to provide useful and accurate information during a crisis.

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## **EXPLOSION OR AIRCRAFT CRASH**

### **Purpose**

To provide a procedure to maximize the security of University faculty, staff, students, and property in the event of an explosion or aircraft crash on campus.

### **Definitions/Explanations**

The Troy campus is located near a military base and a commercial airport. Thus, a safety plan for explosions and downed aircraft is essential. Aircraft disasters present a unique set of circumstances and require considerable flexibility in dealing with them. Small single or twin engine aircraft or helicopters usually affect a relatively small area upon impact. Fire, if any, resulting from a crash is usually of short duration and quickly extinguished.

A commercial airliner crash could result in a path of fire and destruction one-half mile long and 200 yards wide. Fire tends to be very intensive with large amounts of smoke. Disaster activities will be mainly directed toward evacuation of buildings and preventing the spread of fire to other buildings or areas. Actual rescue and fire fighting will be accomplished by local crash/rescue units.

## **Procedures**

- In the event a mishap occurs, such as an explosion or a downed aircraft (crash) on campus, take the following action:
- Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris. After the effects of the explosion and/or fire have subsided, notify the Switchboard Operator at ext. 5260 or dial 911, if after normal working hours. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm.
- All building evacuations will occur when an alarm sounds. (See "Evacuation Procedures.")
- When the building evacuation alarm is sounded or when told to leave by University officials, walk quickly to the nearest marked exit and ask others to do the same. ASSIST THE HANDICAPPED IN EXITING THE BUILDING!
- Once outside move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
- If requested, assist the emergency crews as necessary. DO NOT RETURN TO AN EVACUATED BUILDING!
- The crash scene will be controlled by the Fire Chief and Police Chief until the appropriate federal officials arrive. These officials will establish a perimeter for the crash site. Damaged campus areas outside of their established perimeter will be controlled by the Designated personnel unless control is monitored by federal officials.

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## **POLICY REGARDING ILLICIT DRUGS AND ALCOHOL**

The unlawful possession, use, consumption, manufacture, distribution, or dispensation of alcohol or controlled substances on Troy property, in the work place of any employee of Troy, or as a part of a Troy employee or student function or activity is prohibited.

Troy Campus Security and officials cooperate with local law enforcement agencies to enforce all local, state, and federal laws relating to alcohol and illicit drugs. The University's Drug-Free Workplace Policy Statement, distributed annually to employees and students, outlines the legal sanctions for breaking these laws, a description of the most common drugs and their side effects, and drug and alcohol education and treatment programs that are available.

**Smoking Policy**

Troy is a smoke-free environment with no smoking allowed in University buildings or in any classroom, lab, or office at any Troy location.

**Designated Outdoor Smoking Areas**

Smoking on the Troy campus is limited to the great outdoors.