



**SAFETY AND SECURITY  
MANUAL**

**TROY CAMPUS**

# **INTRODUCTION**

## **Purpose**

The basic emergency procedures outlined in this Guide are to enhance the protection of lives and property through effective use of University resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the Chancellor or the appropriate campus Vice Chancellor may declare a campus crisis. Since a crisis may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

- 1) Noted herein are specific procedures applicable throughout Troy University.
- 2) Each campus will prepare an appropriate campus crisis management plan and submit same to the Senior Vice Chancellor for Student Services and Administration.

## **Evaluation and Revisions**

These procedures were reviewed by the Troy University Safety, Security and Environmental Committee on 30 April 2007. Composition of this university-wide committee is cited in appendix I. This committee meets annually in the spring semester to review procedures. Building Safety and Security Monitors for the Troy campus are reviewed annually prior to the fall semester. The Troy campus listing is in appendix II.

## **Types of Campus Crises**

A campus crisis matrix has been developed that defines key actions under each scenario with related responsibilities. The campus crisis matrix is found in appendix III. For reference, the campus crisis situations addressed are:

- Adverse weather
- Fire/bomb threat
- Student, faculty or staff threat

- Campus serious injury or death
- International student (death, injury or crime)
- Serious incident (rape, murder, armed robbery, etc.)
- Campus health issue
- Major facility issue (building damage, infrastructure)
- Campus disturbance (riot, unruly conduct)

### **Campus Crisis Decision Making**

The authority to declare a Campus Crisis resides with the University Chancellor or the appropriate campus Vice Chancellor. A decision matrix with assigned crisis action teams by campus is illustrated in appendix III. When the Chancellor is absent from campus or when direct communications are interrupted with the Chancellor, the Chancellor delegates crisis action decisions to the Senior Vice Chancellor for Student Services and Administration. Appendix III cites decision-making authority in descending order. Whenever the Chancellor declares that the University is in a crisis state only registered students, faculty, staff, and those others authorized may be on campus. Those who cannot present proper university identification will be directed to leave. Unauthorized persons remaining on campus will be subject to arrest.

### **Campus Crisis Action Teams Formation/Location and Safety/Security Personnel**

Upon the declaration of a campus crisis, the campus will assemble its designated crisis action team (CAT) outlined in appendix III. Other members may be added as the situation warrants. Members of the Troy CAT will assemble in the office of the Dean of Student Services. Alternately, the CAT will assemble in the basement of Bibb Graves with the IT Department. For the Troy campus, the SVCSSA is designated as the crisis action leader. Should a serious crisis occur on an Alabama campus, members of the Troy CAT will assemble to assess support needs required to assist the campus in its crisis situation.

**Emergency Coordinator.** For the Troy campus, the Dean of Student Services is designated emergency coordinator. The emergency coordinator is responsible for all on-campus emergency functions as specified by the SVCSSA.

**Safety and Security Personnel.** To assist in handling crisis responses within Troy campus buildings, safety personnel are assigned to key facilities. The listing of Building Monitors is found in appendix II.

The safety and security personnel are responsible for informing persons of emergency procedures and ensuring an orderly building evacuation and accounting of personnel upon exit, if required.

### **Crisis Action Decision Process**

The crisis action decision process will follow the outline defined in appendix III. Usually, the first indication of a pending or current crisis is reported to the campus police. Once such reports are received, the Chancellor and the SVCSSA will be informed followed by the activation of the CAT. The CAT will review the campus crisis matrix in appendix III to facilitate key decisions needed and form a course of action. A course of action will be recommended to the Chancellor for implementation.

### **Command Posts**

**Emergency Command Post.** An emergency command post will be established as close to the disaster site as possible within safety limitations. At a minimum, the emergency command post will consist of: one University Police patrol vehicle with at least one uniformed police officer on scene until an “ALL CLEAR” is sounded thereby ending the emergency situation. On-hand equipment should include:

- barricades, barrier tape, and signs for the scene
- portable hand held radios
- portable public address system
- first aid kit

-campus and local telephone directory

### **University Command Post/Alternate Command Post**

The Dean of Student Services will establish a University command post located in room 224 in the Adams Administration Building during a crisis situation. Members of the command post will include members of the CAT as outlined in appendix \_\_\_\_.

Should the Adams Administration Building be untenable, an Alternate Command Post will be established on the basement floor of Bibb Graves Hall. Priority of effort for the command post includes but is not limited to:

- Accountability of personnel and assessment of personal injury or loss of life
- Assessment of physical damage and potential danger areas
- Establish/reestablish communications—voice and vehicular
- Restoration of temporary essential services (utilities, emergency power, etc.)
- Coordination with external support agencies (city, county, state) for medical assistance, special equipment, support personnel, etc.
- Informing news media of damage status/injury to ease concerns of family, friends, etc.
- Sound “All clear” once threat/emergency has passed

### **University Telephone Services**

The Senior Technology Officer, in conjunction with University telephone personnel, should ensure that phone lines to offices of key University personnel are restricted to emergency use only during a major emergency or disaster.

Key Positions are, but not limited to, the following:

1. Chancellor
2. Senior Vice Chancellors
3. Executive Assistant to Chancellor
4. Dean of Student Services

5. University Police Department
6. Director of Physical Plant
7. Director of Public Affairs
8. Housing Services
9. Health Services
10. All College Deans

### **Campus Communication**

The Troy campus has many forms of communication to notify faculty, staff and students of an impending crisis. Each of these is activated on as needed basis by the Dean of Student Services or his designee.

- (1) **sos.troy.edu** is a campus website maintained by the Information Technology Department. Notices concerning campus emergencies are posted on this site in an effort to keep the campus community informed.
- (2) **e2campus** is the campus text messaging system to notify the campus community of a crisis situation. This system is activated by the Dean of Student Services or the IT Department as the needed. Faculty, staff and students may sign up for the e2campus system through the sos.troy.edu website. e2campus users may receive both text and email messages.
- (3) **Telephone Burst System** is a means of communicating with the Building Safety Monitors and areas of the campus through the University telephone system. A message may be sent via the telephone system to multiple users in a matter of seconds. The systems is initiated by the Dean of Student Services and/or the IT Department.
- (4) **WiFi system** is a siren system in selected buildings that is activated by the IT Department in case of an emergency. The WiFi system consists of both a siren and voice message to notify the building.

- (5) **Campus Sirens** are located on several of the campus emergency phones. The siren system is activated by the Dean of Student Services during campus emergencies. The siren system consists of three distinct sounds, one for weather notifications, one for other campus crisis, and one for an all-clear signal. Faculty, staff and students should check the [sos.troy.edu](http://sos.troy.edu) website upon the activation of the campus siren system.

### **Duties and Responsibilities of Physical Plant Director and Plant Personnel**

The Director of the Physical Plant provides equipment and personnel to perform shut down procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.

The Director should also provide vehicles, equipment, and operators for movement of personnel and supplies. In addition to these duties the Director will:

1. Obtain the assistance of utility companies as required by the emergency.
2. Furnish emergency power and lighting systems as required.
3. Survey habitable space and relocate essential services and functions as needed.
4. Provide facilities for storage of vital records at an alternate site.
5. Coordinate with the Chief of University Police and other Safety Personnel for liaison and necessary support.

## **GENERAL PUBLIC SAFETY**

### **Introduction**

The Chancellor of Troy University, with the approval of the Board of Trustees, is authorized to appoint and employ suitable persons to act as police officers, to keep off intruders, and to prevent trespass upon and damage to the property and grounds of the University. The University Police are a part of the Troy University staff and are

responsible for the general security of the campus and, by law, are charged with all duties and invested with all the powers of police officers. The University Police provide 24 hour-a-day protection and services to the students and the campus.

The safety and security of the campus is the primary responsibility of the University Police. This is provided for with the use of both motored vehicle patrols through campus as well as foot patrol by officers. The University utilizes both uniformed police officers employed through the University Police Department and Security Monitors, primarily around the residence halls, to provide a safe and secure atmosphere.

### **Building Security**

The following is the building security policy for all administration/academic buildings on the Troy campus:

All buildings will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day. Those deans or department heads who have a need for a classroom, laboratory, or office to be open past the normal closing time of the building should make this known in writing to the Chief of University Police. The place, time, and persons authorized to use the facilities should be specified. Students having permission to be in a particular area after normal closing time should be furnished with a written statement from the department head verifying such permission and the time they will evacuate the facility.

Most buildings are secured by the custodial staff in each building when they leave after performing clean-up responsibilities. It is the responsibility of the University Police officers to make regular checks of each building to insure that they remain locked. Officers log the status of each building (secure/unsecure) on the daily log sheet each time the building is checked.

Some of the residence hall, like the administrative buildings, are secured at specified times. The guidelines for the security of the residence halls are as follows.

Residence hall policies recognize and respect the maturity of the University students; therefore, no curfew is established. However, some residents have expressed the desire for additional security measures.

For this reason, the residence halls are secured 24 hours a day. Authorized personnel and students have access to their respective halls through the use of a card access system on each building. Prescribed visitation hours are established for all residence halls. Residents are responsible for their guests while they are in the building. Leaving doors opened or unlocked after they have been secured violates residence hall policy and subjects the offender to disciplinary action.

It is the responsibility of the Resident Assistants in each building to ensure that the buildings are secured. The University Police Department employs Security personnel to ensure that the residence hall doors are secured and stay secured.

### **Lights**

Outdoor lighting is a priority for University safety/security. The University has attempted to insure that all areas of the campus are well lighted, especially around the residence halls and areas frequently traveled by students. Additional and improved lighting is continuously being added to enhance the security of students. The University Police officers make periodic “lights out” reports of all street, sidewalk, and parking lot lights, in participation with SGA Night Walks. These reports are turned in to the Physical Plant for light replacement. In addition, the Security personnel make “lights out” reports for all the exterior light around the residence halls. These are also turned in to the Physical Plant for repair of lighting.

### **Visitors/Suspicious Persons**

Troy University encourages visitors to come to the campus. Visitors and guests are welcome in the residence halls provided the Residence Hall staff approves the guest(s) and the guest(s) check in at the office. Guests and visitors are subject to the same regulations as students, and the host student is responsible for the actions(s) of the guest or visitor. Visitors are required to obtain a visitors permit for their vehicle at the Department of University Police.

When the University Police comes in contact with a suspicious person who is not a registered visitor on the campus, the officer fills out a Field Contact Card on the individual. The card contains information such as name, address, a description, and actions of the person. These cards are kept on file at the University Police Department. The University Police may eject trespassers from the University buildings and grounds, and may, without warrant for justifiable reasons, arrest any person guilty of trespassing on the property of the University.

### **Traffic**

The University Police Department is responsible for all aspects of traffic and traffic safety on the University campus. Patrol officers are responsible for keeping traffic moving smoothly and within the 25 mph speed limit and direct traffic at or around any hazardous condition. University Police Officers investigate all traffic accidents which occur on the campus.

Students and staff operating a vehicle on campus must register the vehicle with the University Police Department. The Police Department maintains these records at their office located in Hamil Hall. Persons operating vehicles on campus are expected to abide by the traffic regulations stated in The Oracle, Student Handbook, and the **General Parking and Traffic Regulations** pamphlet furnished upon the registration of the vehicle. Anyone not abiding by these policies will be issued a citation. However, the University Police may issue Alabama Uniformed Traffic Citations for moving violations.

The campus is well marked with traffic signals and signs (cautions lights and signs, cross-walks, stop signs, speed limit signs) to help ensure the safety of other motorists and pedestrians. The police officers are responsible for reporting all defective and damaged traffic signs and signals.

## **Reports**

The University Police Officers are required to make out a miscellaneous report or an Incident/Offense Report on all activities occurring on the campus. Copies of these reports are forwarded to the office of the Dean of Student Services on a daily basis for appropriate action, if necessary.

### **1. Fire Safety – Residence Halls**

#### a. Purpose

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

#### b. Definitions

(1) Fire - The active burning or smoldering of combustible material.

(2) Fire Alarm - The continuously ringing of an alarm bell.

#### c. Equipment

(1) Fire-Smoke Detection System

(2) Flashlights

#### d. Procedures

##### Residence Halls

Fire drill/emergency exiting in Troy University residence halls is conducted for the purpose of familiarizing residents with proper emergency exit routes and procedures. Persons conducting drills may include the Director of Housing, Assistant Director of Housing and

Residence Life, University Police, and the local Fire Department personnel. However, the primary responsibility for carrying out the drills will be with the Community Director and Resident Assistants in each hall. The Community Director, with approval from the Assistant Director of Housing and Residence Life, will designate Fire Marshals as needed to assist in conducting the drills.

**(1) FIRE / EMERGENCY STAFF**

In the event of a fire the Community Director should contact the following individuals:

- (a) **911**
- (b) Rod Anderson, Ext. 3215 / 566-5475
- (c) Herbert Reeves, Ext. 3202 / 670-4975
- (d) Sara Jo Burks, Ext. 3346 / 566-0713

**(2) FIRE / EMERGENCY STAFF DESIGNATED PER BUILDING**

<u>HALL</u>	<u>HOUSING STAFF</u>	<u>DESIGNATED FIRE MARSHAL</u>	
Alumni	16	16	(2 per floor)
Clements	4	4	(1 per unit)
Gardner	3	5	(1 per unit)
Hamil	3	4	(1 per unit)
Pace	3	8	(1 per unit)
Shackelford	3	8	(1 per unit)
Cowart	3	6	(1 per unit)
Trojan Village	16	16	(1 per floor)

Honors House	1	1
Hill Crest House I	1	1
Hill Crest House II	1	1
Alpha Delta Pi	1	
Alpha Gamma Delta	1	
Kappa Delta	1	
Phi Mu	1	
Chi Omega	1	

(3) **STAFF DUTIES**

(a) **Residence Hall Staff Duties**

- 1 Residence Hall staff will be trained in fire safety procedures during staff training by Troy City Fire officials.
- 2 Staff members (one or two per floor, depending on the residence hall) will assume designated responsibilities. **(SEE SPECIFIC DUTIES PER BUILDING)**
- 3 Designated staff members will be directed to immediately exit the building with the majority of residents for control purposes.
- 4 Designated staff members will check their assigned sections and will assume instructions to Fire Marshals pertaining to their duties.
- 5 Once staff members have ensured that their floor or section has been cleared, they will either exit the building or proceed to their designated area of responsibility.
- 6 One staff member and one Fire Marshal will be required to clear the residents from the recreation room and/or lobby and issue instructions concerning pre-determined assembly areas where residents evacuating these areas should assemble.
- 7 The Community Director will issue specific instructions to all staff members concerning their duties (check floor, go to lobby, etc.)

(b) **Fire Marshals' Duties**

- 1 Fire Marshals, generally two per floor, are to be designated annually or as necessary. The Community Director will submit names to the Assistant Director by the second Friday of the semester for approval.
- 2 Fire Marshals will be chosen using the same qualifications as in hiring staff members (maturity, trustworthiness, etc.), but on a voluntary basis.
- 3 Fire Marshals will be used to assist staff members in ushering residents out of the residence halls. After the evacuation is complete the Fire Marshal should exit building and assist the Community Director outside.
- 4 During practice drills, the Fire Marshals may be required to stay on a floor, coordinating with the staff in performance of their duties (especially if the Resident Assistant on that hall is absent).
- 5 Fire Marshals will receive no remuneration for their functions other than official recognition.
- 6 In order to maximize learning yet minimize a security threat to residents, Residence Hall Staff and Fire Marshals will be notified in advance of any drills.

(4) **GENERAL GUIDELINES FOR STAFF DURING FIRE DRILLS**

(a) Inside the Building

- 1 Staff will check each room to insure that everyone has vacated to the outside of the building.
- 2 Staff will check public areas as well as residential areas.
- 3 Any occupant that has not vacated the room or the public areas will be directed by the staff member or Fire Marshal to leave the building immediately. Residents are expected to cooperate during fire drills.

Failure to do so will be cause for referral to the Assistant Director of Housing and Residence Life for disciplinary action.

- 4 Violators will be asked to present their ID cards so that a written record can be made.
  - 5 Violators will then be asked to leave the building.
  - 4 After insuring that all residents are outside the building, continue checking halls and rooms to prevent theft.
- (b) Outside the Building
- 1 Insure that all residents are directed away from building.
  - 2 Keep fire lanes free.
  - 3 Insure that no one re-enters the building.
- (c) After the Drill
- 1 Go back inside the building and keep traffic flowing in an orderly fashion.
  - 2 Check rooms; close and lock those rooms which are still open.

Staff Member \_\_\_\_\_

Check \_\_\_\_\_ floors

Check outside building \_\_\_\_\_

## **(5) FIRE DRILL INSTRUCTION**

**Residents will follow instructions given to them by their Community Director or Resident Assistant at the beginning of the quarter. Specific fire evacuation routes are posted on each hallway, and fire procedure information sheets are posted on the door in each residence hall room.**

- (a) When in your room the alarm is given, follow this procedure:
- 1 Check door to see if it feels hot. If the door is hot, stay in your room and do the following:
    - a Keep door closed.

- b Seal cracks around door with tape, clothes, sheets, etc.
  - c Open windows slightly if there's no smoke outside. Open window at top (to vent smoke) or at bottom (to let in fresh air).
  - d Tie wet cloth over your nose and mouth to aid breathing.
  - e Stay low, where air is fresher (smoke rises).
  - f Signal rescuers by waving a sheet or clothing out the window, or telephone for help.
- 2 If the door is not hot, open it slightly to see if there is smoke in the hallway. If there is smoke in the hallway, stay in your room and follow the procedure listed above.
- 3 If you can exit the room, then follow these procedures:
- a Close all windows.
  - b Put on shoes and coat.
  - c Exit room in an orderly fashion. Take your keys, close the door to your room, and leave lights on.
  - d **DO NOT CARRY ANY ARTICLES** (clothes, books, etc.) from your room as you exit.
  - e Go to your assigned exit quietly and calmly. If you are not in your own room, go to the nearest exit.
  - f **DO NOT RUN**
  - g Assemble in parking lot-away from building.
  - h Hold down noise so that instructions can be given.
  - i Follow all instructions that are given.
  - j Do not block fire lanes or access to fire-fighting equipment.
  - k When the all-clear signal is given, go quietly back to your room.

Violators of any of the above instructions given by members of the staff may be subject to disciplinary action.

There will be at least one fire drill before the end of each quarter. Be sure to follow all instructions.

**(6) FIRE PREVENTION (Staff Personnel)**

(a) During weekly inspections check:

- 1 Extension cords for frayed wires or overload conditions.
- 2 Desk lamp for frayed wires
- 3 Flammable materials, such as lighter fluids, gasoline, oily rags, paint, etc. With the exception of lighter fluid, all other flammable materials are to be taken out of the residence hall.
- 4 Accumulation of paper in trash cans; cigarette ashes flipped into trashcans full of paper can cause fires.
- 5 Obstructions in halls and rooms. These hazards may prevent access to escape routes.
- 6 Fire extinguishers for condition and charge.

(b) On roves, check for:

- 1 Frayed electrical wires around TV sets, vending machines, and lamps in the lounge.
- 2 Shut open windows on all floors.

**(7) GENERAL PROCEDURES DURING A FIRE**

In the event that a fire is discovered in a residence hall, the following procedures have been established to insure the utmost safety to residents:

- (a) If a small trash fire is discovered, the resident or staff member is to use the nearest fire extinguisher to put it out. After checking to make sure the fire is completely extinguished, the fire must be reported to the Assistant

Director along with the location of the extinguisher so that the extinguisher can be refilled.

- (b) If the fire cannot be put out with an extinguisher, the resident or staff member is to activate the alarm system and notify residents in the immediate area by shouting “Fire” several times in a loud voice. Residents are to immediately vacate the danger area. All windows and doors in the area should be closed.
- (c) Available staff are to notify the desk so that an alarm can be made to vacate the building. Should there be no electricity; staff must alert residents by going to various sections and shouting “Fire” several times in a loud voice.
- (d) As the building is being evacuated, staff members and/or designated Fire Marshals are to check their floors for occupants before proceeding to exit the building. Each room, residential and public, should be checked for occupants. For obvious safety reasons, staff members and Fire Marshals should go in pairs to check the building.
- (e) After all areas are checked, or if their lives are endangered, Resident Assistants and Fire Marshals are to leave the building by the nearest fire evacuation routes.
- (f) Outside the building, the residence staff and Fire Marshals are to report their presence, account for residents as best they can, maintain control of spectators, and prevent persons from re-entering the building.
- (g) Staff members must remain in the area and be ready to assist as called on by the Community Director, Director of Housing, or Fire Department personnel.

- (h) After all areas are checked, residents will be allowed to reenter the building.
- (i) Handicap students will proceed to the nearest fore exit stairs, prop the door open, and await rescue. Resident Assistants will be aware of any handicapped residents on their hall and will have made prior arrangements with the Fire Marshals to assist the handicapped students safely out of the building.

## **(8) FIRE SURVIVAL/PRECAUTIONS**

The residents are encouraged to follow the guidelines below during a fire:

- a Plan and practice your escape from your apartment.
- b Know two ways out of every room, especially the bedroom(s).
- c If smoke, heat, or fire block an escape, stay in the room and close the door. Wave sheets, towels, or a piece of clothing at windows to signal for help. Until help arrives, remain low to the floor where the air will be cooler, and where there is less smoke.
- d When there is smoke, crawl, do not walk.
- e Sleep with the bedroom door closed.

### **FIRE SAFETY PLAN**

#### **(Academic Building)**

#### 1. Purpose

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

#### 2. Definitions/Explanation

- a. Fire – the active burning or smoldering of combustible material.
- b. Fire Alarm – the continuous ringing of an alarm bell or sounding of an air horn.

3. Equipment

- a. Fire – Smoke Detection Systems; Malone, Adams University Center, Wright, Long, Bibb Graves, MSCX, Smith, Trojan Arena, Davis Field House, Eldridge, HAL Hall and Adams Administration Building are equipped with alarm systems. Stewart, McCartha, Wallace, Sorrell Chapel, and Physical Plant are not equipped with alarm systems. (To Be Acquired)
- b. Two-way Radios (University Police)
- c. Flashlights
- d. Air-Horns (to be used by building monitors in buildings awaiting installation of fire/smoke detection systems)
- e. Safety Vests

4. Procedures

Each academic building should have Building Safety Monitors appointed and assigned specific duties to assure expeditious building evacuation. The Monitors of each building will be thoroughly familiar with the evacuation procedures and routes of their buildings.

In case fire or smoke is observed, the fire alarm will be activated by a manual pull station in buildings equipped with a fire/smoke detection system. In buildings without detection systems, a Monitor will be notified. The Monitors will notify the building occupants by activating the airhorn and shouting “fire”.

When the fire alarm is activated, the Monitors will respond as follows:

- a. Attempt to determine the location and extent of the fire and contact the Troy City Fire Department (911) and the University Police (670-1999)
- b. Monitors will make a visual check of each floor to insure that all

occupants are in the process of evacuating.

- c. Once the evacuation is complete, Monitors will exit the building.  
They are to assist with maintaining order and keeping fire lanes clear.
- d. When the Fire Department arrives, the Fire Chief will assume control of the situation. No one will be allowed to re-enter the building until the all clear signal is given by the Fire Department.

It is suggested that handicapped persons should respond to the alarm as follows:

- a. Position themselves just inside the door of the fire exit stairs, prop the door open, and await Fire Department rescue.
- b. Get someone to notify the Fire Department of their location.
- c. These areas will be checked on every floor by the Monitors.

Occupants in all academic buildings will follow the evacuation routes posted in each building.

## **2. SEVERE THUNDERSTORMS**

- a. Purpose  
To provide a procedure to maximize the security of faculty, staff, students and property in the event of a severe thunderstorm.
- b. Definition/Explanation
  - (1) The primary dangers associated with thunderstorms are lightning, tornadoes, strong winds, and flooding.
  - (2) Severe Thunderstorm Watch: This status means conditions are favorable for thunder storms. The National Weather Service will rarely issue this status.
  - (3) Severe Thunderstorm Warning: This status means thunderstorms

are in or are moving to an area. A “Lightning Advisory” may or may not be issued with this weather status.

- (4) Lightning – If there are less than five (5) seconds between the flash and the thunderclap, take shelter and stay inside.

c. Equipment

- (1) Battery Operated Radio with Weather Band.
- (2) Two-way Radios

d. Procedure

Upon receipt of Severe Thunderstorm Warning, the University Police Chief will notify key University Administrators. They will in turn notify the safety personnel and residence hall staff to be alert for a tornado warning.

(1) **GENERAL SAFETY INFORMATION CONCERNING THUNDERSTORMS AND LIGHTNING**

When a thunderstorm threatens, move to a safe area. Areas of safety may be a home, large building, or inside an all-metal (not convertible) vehicle. Avoid using the telephone, except for emergencies. If you are outside, and are unable to reach a safe building or an automobile, follow these rules:

- (a) Do not stand underneath a natural lightning rod, such as a tall isolated tree in an open area.
- (b) Avoid projecting above the surrounding landscape.
- (c) Get out of and away from open water.
- (d) Get away from tractors and other maintenance equipment.
- (e) Get off of and away from motorcycles, scooters, bicycles and put down ball bats and golf clubs.

- (f) Stay away from wire fences, clotheslines, metal pipes, and other metallic paths, which could carry lightning to you from some distance away.
- (g) In a forest or park, seek shelter in a low area under a thick growth of small trees.
- (h) In open areas, go to a low place such as a ravine or valley.
- (i) If you are isolated in a level field and you feel your hair standing on end – indicating lightning is about to strike – drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

(2) **FIRST AID FOR PERSON(S) STRUCK BY LIGHTNING**

Many people apparently “killed by lightning” can be revived if quick action is taken. When a group is affected, those apparently dead should be treated first; those unconscious but breathing will probably recover spontaneously.

First aid should be rendered to those not breathing within four to six minutes or less to prevent irrevocable damage to the brain. Mouth-to-Mouth Resuscitation should be administered once every five seconds to adults, and once every three seconds to infants and small children. If the victim is not breathing and has no pulse, Cardiopulmonary Resuscitation and External Cardiac Compression should be administered.

**NOTE:** It should be administered by persons with proper training. Medical attention also should be given to victims who appear only temporarily stunned or otherwise unhurt, since there may be hidden effects.

3. **TORNADO SAFETY**

a. Purpose

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

b. Definition/Explanation

(1) A wind spout spawned by severe thunderstorms or hurricanes.

Winds are extremely high, sometimes approaching 300 mph.

Usual direction of travel is from southwest to northeast.

(2) “Tornado Watch” implies that tornadoes are expected to develop.

(3) “Tornado Warning” means that tornadoes have been sighted in the area.

c. Equipment

(1) Battery powered radio with weather channel

(2) FM two-way radios (University Police)

d. Procedures (Academic Buildings & Residence Halls)

In the event of the issuance of a tornado warning for the immediate vicinity by the Emergency Management Area (EMA), the University Police Chief will notify key University Administrators. The following procedures are to be followed in the event of a tornado warning:

(1) The safety personnel in each non-residential building will be responsible for verbally notifying all occupants of the building.

(2) The residence hall staff member receiving word of a tornado warning will quickly notify the Area/Residence Director and the other staff members present.

(3) Occupants and residents will bring blankets, coats, or pillows and will proceed (with the assistance of safety personnel and residence

staff members) quickly and quietly to interior hallways on the lowest floor of the building, and will sit with their backs to the walls. Lobby guests will be asked to do the same.

- (4) At all times occupants, residents, and guests will stay away from windows, outside doors, and outside walls.
- (5) If a tornado approaches, all persons will place their heads down and cover themselves with blankets (coats or pillows).
- (6) Safety personnel and residence hall staff will listen to radio broadcasts for the latest National Weather Service bulletins. If at all possible, a staff member will be within hearing distance of the University telephone extension so that additional instructions may be obtained.
- (7) Following the cancellation of the tornado warning (or when instructions are received), the staff members will check their building for damage. They will pay special attention to possible:
  - 1) Structural damage, 2) Damaged power lines, 3) Chemical spills, 4) Natural gas leaks, 5) Flooding, and 6) Impairment of fire prevention equipment. If no damage is found, the staff members will direct the occupants to return quietly to their rooms or offices and that all guests are escorted back to the lobby.
- (8) If structural damage is found, the safety personnel or residence hall staff will contact the University Police Chief, the Director of the Physical Plant and/or the Director of Housing.
- (9) The University Police Chief will be prepared to start search and rescue operations immediately.

- (10) All staff members will cooperate with University Police in the handling of any unusual problems which might arise.

#### 4. **HURRICANE SAFETY**

##### a. Purpose

To provide a procedure to maximize the safety of faculty, staff, students, and property in the event of a hurricane.

##### b. Definitions/Explanation

- (1) Tropical Storm: Distinct rotary circulation; constant wind speed ranging from 39 to 73 miles per hour.
- (2) Hurricane Watch: A hurricane may threaten coastal and inland areas.
- (3) Hurricane Warning: A hurricane is expected to strike an area within 24 hours.

##### c. Equipment

- (1) Battery operated radio with weather channel.
- (2) Flashlights
- (3) Two-way radios (University Police)

##### d. Procedures (Academic Buildings and Residence Halls)

Upon receipt of an EMA broadcast stipulating a “Hurricane Watch” or “Warning” for the Gulf Coast, the University Police Chief will perform one or more of the following action statuses based on the EMA’s initial assessment and subsequent updates on the situation.

- (1) Monitoring Status – This status is taken when the hurricane is more than 48 hours away from the University.
- (2) Notify and inform key University Administrators, the Director of

the Physical Plant upon receipt of information that the hurricane strike is eminent. The Director of the Physical Plant will notify the safety personnel. The Director of Housing will notify residence hall staff. The following procedures are to be followed in the non-residential buildings and residence halls:

- (a) The safety personnel in each non-residential building will be responsible for notifying all occupants of the building.
- (b) The residence hall staff member receiving word of a hurricane warning will quickly notify the Community Director and the other staff members present.
- (c) Occupants and residents will bring blankets (coats or pillows) and will proceed (with the assistance of safety personnel and residence staff members) quickly and quietly to interior hallways on the lowest floor of the building, and will sit with their backs to the walls. Lobby guests will be asked to do the same.
- (d) At all times occupants, residents, and guests will stay away from windows, outside doors, and outside walls.
- (e) If a hurricane approaches, all persons will place their heads down and cover themselves with blankets (coats and pillows).
- (f) Safety personnel and residence hall staff will listen to radio broadcasts for the latest National Weather Service bulletins. If at all possible, a staff member will be within hearing distance of the University telephone extension so that additional instructions may be obtained.

- (g) Following cancellation of the hurricane warning (or when instructions are received), the staff members should check their buildings for damage. They will pay special attention to possible: 1) Structural damage, 2) Damaged power lines, 3) Chemical spills, 4) Natural gas leaks, 5) Flooding, 6) Impairment of fire prevention equipment. If no damage is found, the staff members will see that occupants return quietly to their rooms or offices and that all guests are escorted back to the lobby.
- (h) If structural damage is found, the safety personnel or residence hall staff will contact the University Police Chief, the Director of the Physical Plant and/or the Director of Housing.
- (i) The University Police Chief will be prepared to start search rescue operations immediately.
- (j) All staff members will cooperate with University Police in the handling of any unusual problems which might arise.

## 5. **BOMB THREAT**

### a. Purpose

To provide a procedure to maximize the safety and security of faculty, staff, and students in the event of a bomb threat.

### b. General

The possibility of terrorist, criminal, and/or actual attempted bombings exist.

This plan establishes general procedures designed for Troy University facilities, to prevent or reduce potential injury to personnel and damage to property in the

event of an actual explosion. This plan also provides proper guidance in planning for and responding to bomb threats. (See Attachment “1”)

c. Assumptions

- (1) Individuals or groups are capable of staging bomb threats, bomb plants and bombing which will endanger lives and damage property.
- (2) Bomb threat notices, discoveries of bombs or explosions may occur in and/or around University facilities.
- (3) Bomb threats will actually materialize and will be followed by bombings which could cause massive personal injury, deaths, fires, and destruction.
- (4) There would be little or no forewarning preceding a bombing incident which may occur during either duty or off duty hours.

d. Responsibilities

To provide reactive measures for application against bomb threats, bomb plants, or bombings; to provide an effective means for orderly evacuation and search of buildings or area; to prevent damage to buildings and equipment; and to provide a means whereby essential personnel and services may be requested to effectively cope with a bomb threat, bomb plant, or bombing.

e. Procedures

- (1) Rapid and orderly evacuation and subsequent search of the building or area suspected to contain a bomb is of paramount importance. Individual tasks and responsibilities that apply in the execution of this plan are described and set forth in the three separate phases listed in the paragraphs f. through h. below.
- (2) Phase I explains what to do upon receipt of a bomb threat message. Phase

II deals with discovery of a bomb and the reactive measures that must be applied. Phase III pertains to an explosion and those measures that will be taken to counteract its effect.

- (3) Under no circumstances will firemen, rescue workers, medical personnel, police and explosive ordinance personnel normally engaged in coping with a bomb threat, bomb plant or bombing be barred or obstructed from entering the facility, unless said structure has been declared off limits for safety reasons; i.e., identified explosive device or structure weakened by explosion.
- (4) Search procedures relative to a suspected bomb plant are an administrative/police responsibility and, as such, will be carried out by the senior person present and selected individuals who normally work in the affected area.
- (5) It must be left to common sense and proper judgement of the senior person to ensure that all personnel who must evacuate the building are sufficiently clothed and protected from prolonged exposure to the elements.

**f. Phase I – Bomb Threat**

- (1) The first person to become aware of a telephonic bomb threat message will record all information received in its entirety and will fill out a Bomb Threat Phone Report, and Caller ID Checklist, contained in Attachments “2” and “3”. This information will be furnished to the Chief or senior responsible person present who will turn it into the police investigators as soon as possible. Written bomb threats will be protected from excessive handling to preserve investigative possibilities such as latent fingerprints.

ALL BOMB THREAT NOTICES WILL BE TREATED AS IF AN  
EXPLOSION WILL RESULT.

- (2) The senior responsible person present will:
- (a) Ensure all key personnel responsible for each sub-area within the building are informed of the pertinent information concerning the bomb threat. These personnel will ensure that all their subordinates in their area check for suspicious items within their immediate vicinity. The decision to search prior to evacuation is a crucial one and should be evaluated by the senior person in regards to the situation. However, it should be noted that the personnel who normally work these areas would be able to immediately identify items that are “out of place”.
  - (b) Once the decision is made to evacuate the building and a safe evacuation route and assembly point is identified, the senior person will detail personnel to alert everyone in the area or building to evacuate immediately and which route to use. This warning will be continued until all personnel have evacuated the area. Group control will be exercised at all times.
  - (c) Detail a responsible individual to place the following calls in the most expeditious manner possible. The sequence listed will be closely followed; however certain adjustments may be necessary and should any lines be busy, the next number in the list will be called:

1 University Police – 670-1999

Chief Rod Anderson – 670-3794

- 2 Senior Vice Chancellor for Student Services and Administration – Ext. 3201  
Dr. Richard Federinko – 674-1443
- 3 Dean of Student Services/Director of Housing – Ext. 3202  
Mr. Herbert Reeves – 670-4975
- 4 Director of Physical Plant – Ext. 3342  
Mark Salmon – 268-1428
- 5 Executive Vice Chancellor and Provost – Ext. 3104  
Dr. Ed Roach – 566-9626
- 6 Senior Vice Chancellor of Financial Affairs – Ext. 3108  
Mr. Jim Bookout – 566-5150

- (d) Ensure that doors and windows in the affected area are opened if it is possible to do so.
- (e) The senior official must decide, depending on the situation, whether to conduct a more thorough search with selected representatives from each sub-area within the building or area, or to reoccupy the building if no suspicious items are found.
- (f) The senior official should direct individuals to form a perimeter around affected building/area to prevent entry of unauthorized persons until the arrival of the police.

**g. Phase II – Bomb Discovery (See Attachment “4”)**

- (1) When a bomb or suspicious item is found, personnel should be immediately evacuated to a safe distance from the suspected bomb (a 300-foot radius from the bomb is the suggested safe distance.)  
Evacuation does not necessarily mean “out of the building”; it could mean out of the danger area. This is important if your only exit is on the other

side of the bomb. This would prevent walking past the bomb in order to exit the building. An alternative is to move to the opposite end of the building placing at least two walls between you and the bomb.

- (2) Just because a suspected bomb has been discovered in one area, no one can be sure that multiple bombs have not been placed in the surrounding area. Therefore, after a suspected bomb has been rendered safe by explosive ordnance personnel, the search (depending on the situation) should be continued until all areas have been cleared.
- (3) The first person to discover a bomb or suspicious item will not touch or approach the item. He/she should notify the senior person present and inform him of the exact location and description of the item and evacuate the immediate area of the item.
- (4) The senior official will:
  - (a) Depending on the situation, either evacuate all personnel from the building or continue the search until all areas are clear. (See attachment "5")
  - (b) Once the decision is made to evacuate, ensure that all personnel evacuate the area in an orderly manner to a safe distance from the suspected danger area. Group control will be exercised at all times.
  - (c) Detail a responsible individual to place the calls previously listed and explained in paragraph f.(2)(c) in the most expeditious manner possible.
  - (d) Ensure that the crime scene is preserved and classified materials are protected, as much as possible, taking into account that

protection of life and prevention of injury takes precedence over these matters.

- (e) Ensure that only trained teams are allowed to remove, handle or defuse the suspected explosive device.
- (f) Ensure that doors and windows in the affected area are opened if it is possible to do so.
- (g) Detail individuals to form a perimeter around affected building/area to prevent entry of unauthorized persons until the arrival of the police.

**h. Phase III – Explosion. Immediately following an explosion:**

- (1) All personnel will shout the warning “EVACUATE IMMEDIATELY”  
This warning will be continued until all personnel are physically able to evacuate have done so. Evacuations will be rapid and orderly to a safe distance away from the blast area.
- (2) The senior person who is physically capable of taking charge will:
  - (a) Ensure that basic first aid is administered to all personnel in need of treatment, within the capabilities existing at the time, until doctors and other personnel arrive.
  - (b) Detail a responsible individual to place the calls previously listed and explained in paragraph f.(2)(c) in the most expeditious manner possible.
  - (c) Ensure all personnel who are physically incapable of evacuating are assisted or carries out of the area.
  - (d) Detail individuals to form a perimeter around affected building/area to prevent entry of unauthorized persons until the arrival of the police/EOD personnel.

i. **Tasks and Responsibilities**

- (1) Senior Officials:
  - (a) Ensure that the danger area is cordoned off; control entry/egress within the area; and begin to identify possible suspects/witnesses.
  - (b) Notify medical assistance – Dial 911 in emergency.
  - (c) Ensure that all calls previously listed in paragraph f.(2)(c) have been made and the Chancellor has been informed.
  - (d) Assist in the control and circulation of personnel involved in investigative and emergency operations within the cordoned area.
  - (e) Implement this plan.
  - (f) Maintain liaison with principal agencies, as required.
- (2) Public Affairs Director/University Photographer will take photographs of the scene and spectators.

j. **Coordinator – Senior Official will:**

- (1) Ensure sufficient copies of the Bomb Threat Plan are available for subordinates and conspicuously posted within areas of responsibility.
- (2) Ensure that individuals in the affected building are aware of the personal responsibility during Phase I; i.e., that “SEARCH” PROCEDURES WILL BE CARRIED OUT BY PERSONNEL WHO WORK IN THE THREATENED AREA.
- (3) Ensure that evacuation and assembly area information is posted conspicuously on bulletin boards. (Fire Plan)

Attachment 1 – (Preplanning Considerations) to Bomb Threat Plan

**PREPLANNING CONSIDERATION TO THE BOMB THREAT PLAN**

(All inclusive – some consideration might not be immediately necessary)

Thorough preparation for bomb threats on campus involves three areas. One is training telephone operators to react properly when they are notified of possible danger. Another is setting priorities and lines of communication to inform key department leaders of a threat. The third is training campus police and non-security personnel to prevent bomb plantings and to respond to bomb threats.

1. During the inspection of the building, particular attention should be given to such areas as elevator shafts, all ceiling areas, rest rooms, access doors and crawl space, and other areas which are used as a means of immediate access to plumbing fixtures, electrical fixtures and the like, utility and other closet areas, areas under stairwells, boiler (furnace) rooms, flammable storage areas, main switches and valves: e.g., electric, gas, and fuel, indoor trash receptacles, record storage areas, mail rooms, ceiling lights with easily removable panels, and fire hose racks. While this list of areas to be noted with particular emphasis is not complete, it is sufficient to give an idea of those areas where a time-delayed explosive or an incendiary device might be concealed.
2. Establish and enforce strict procedures for control and inspection of packages and material going into critical areas.
3. Develop and enforce a positive means of identifying and controlling personnel who are authorized access to critical areas and denying access to unauthorized personnel.
4. Instruct all security and maintenance personnel to be alert for suspicious looking and acting people. All personnel should be alert for foreign or suspicious objects, items or parcels which do not appear to belong in the area where such items or parcels are observed.

5. Instruct all security and maintenance personnel to increase surveillance of all rest rooms, stairwells, areas under stairwells and other areas of the building to ensure that unauthorized personnel are not hiding in or reconnoitering these areas.
6. Ensure that doors and/or access ways to such areas as boiler rooms, mail rooms, switchboards, elevator machine rooms and utility closets are securely locked when not in use.
7. Check key control procedures to see that all keys to all locks are accounted for. If keys are in possession of personnel no longer in your employment, or keys cannot account for – locks should be changed.
8. Check fire exits to be sure they are not obstructed.
9. Check fire hose racks and fire extinguishers regularly to assure they have not tampered with; i.e., hoses cut or exposed to acid and nozzles damaged.
10. Increases surveillance of receiving and shipping areas, garages and parking areas.
11. Assure adequate protection for classified documents, propriety information and other essential records. (A well-planned, properly charged device could, upon detonation, destroy records which are vital to day-to-day operations)
12. Check perimeter fences/walls/barriers to assure a good state of maintenance and adequate clear zone.
13. Check all exterior and protective lighting for proper operation and adequate illumination.
14. Protect ground floor windows with heavy mesh, grill work, or protective glass.  
(To be expedited)
15. Conduct daily check for good housekeeping and proper disposal or protection of combustible material.

16. Have on hand, or arrange for immediate procurement of sand, sand bags or mattresses to used as shielding in the event an explosive device is located in the building.
17. Have flashlights or battery operated lanterns on hand, in the event electric power is cut off.
18. Install closed circuit television to monitor areas where a bomb might be place.
19. Install metal detecting device.
20. Post signs indicating the use of closed circuit televisions and other detection devices.
21. Entrances and exits to and from buildings could be possibly be modified, with a minimal expenditure of funds, to channel all personnel by registration desk upon entering or leaving the building. Persons entering the building would be required to sign a register showing the name and room number of the person whom they wish to visit. Employees manning these registration desks could contact the person to be visited and advise that a visitor, by name, is present. The person to be visited may, in the interest of security and protection, decide to come to the lobby to meet this individual to ascertain that the purpose of the visit is in fact valid and official. A system for “signing out” when the individual departs the building could be integrated into this procedure. There is no question that the institution of such a procedure would result in many complaints from the public. On the other hand, if it were explained to the visitor at the registration desk that these procedures are being implemented in the best interest and of safety of the visitor, this might reduce complaints.

Attachment 2 – (Bomb Threat Phone Report) to Bomb Threat Plan

### **BOMB THREAT PHONE REPORT**

Call University Police immediately!! (670-1999)

Date and time Call received: \_\_\_\_\_

Exact words of caller:

\_\_\_\_\_  
\_\_\_\_\_

Remain calm and be firm. Keep the caller talking; ask these questions in order:

- a. Where is the bomb? Exactly? \_\_\_\_\_
- b. What does it look like? How big? \_\_\_\_\_
- c. What will make it explode? \_\_\_\_\_
- d. How do you deactivate it? \_\_\_\_\_
- e. When is it going to explode? \_\_\_\_\_
- f. Why was it put there? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Attachment 3 – (Caller Identification Checklist) to Bomb Threat Plan

### CALLER IDENTIFICATION CHECKLIST

CALLER'S IDENTITY: \_\_\_\_\_

SEX: Male \_\_\_ Female \_\_\_ Adult \_\_\_ Juvenile \_\_\_

APPROXIMATE AGE: \_\_\_ Years

ORIGIN OF CALL:

___ Loud	___ Soft	___ Fast	___ Slow
___ Raspy	___ Deep	___ Distant	___ Distorted
___ Intoxicated	___ Lisp	___ Stutter	___ Nasal
___ Slurred	___ Other _____		

ACCENT:

MANNER:

BACKGROUND NOISE:

\_\_\_ Local

\_\_\_ Calm

\_\_\_ Factory Machines

\_\_\_ Foreign

\_\_\_ Rational

\_\_\_ Music

\_\_\_ Race

\_\_\_ Deliberate

\_\_\_ Office Machines

\_\_\_ Not Local

\_\_\_ Righteous

\_\_\_ Mixed

\_\_\_ Angry

\_\_\_ Street Traffic

\_\_\_ Irrational

\_\_\_ Trains

\_\_\_ Incoherent

\_\_\_ Animals

\_\_\_ Emotional

\_\_\_ Quiet

\_\_\_ Laughing

\_\_\_ Voices

\_\_\_ Airplanes

\_\_\_ Party Atmosphere

#### FAMILIARITY:

\_\_\_ Did caller sound familiar?

\_\_\_ Did caller appear familiar with building or area by his description of the bomb location?

#### Attachment 4 – (Important Pointers) to Bomb Threat Plan

##### IMPORTANT POINTERS

1. Recent studies have shown that the safest approach to a bomb scare is not immediate arbitrary evacuation. Bombers with limited access very often place their devices close to outer entrances and exits. This means that instead of moving to safety, evacuating personnel may be moving closer to the bomb. It is therefore advisable in most cases that everybody stay put until the situation is quickly evaluated.
2. If the decision is made to evacuate, ensure that personnel are evacuated to a previously chosen place of safety. Walls are the best barriers against blasts and areas that are sufficiently distant be large enough so that personnel will not be in close proximity to glass windows or other large glass objects that could shatter.

3. The explosive potential of any bomb is difficult to ascertain, but the safest method is to assume that any bomb will affect two adjoining rooms to the bomb on all sides – above, below, and each side. A safe area for evacuation and assembly of personnel is an area with a distance of least 300 feet from the suspected item.
4. WHAT NOT TO DO:
  - a. DON'T ignore bomb threats.
  - b. DON'T touch suspected explosives.
  - c. DON'T move suspected bomb.
  - d. DON'T place in water.
  - e. DON'T turn suspected bomb.
  - f. DON'T cut or pull wires.
  - g. DON'T cut string, pull fuses, or release hooks.
  - h. DON'T pass metallic tools near suspected bombs.
  - i. DON'T smoke near suspected bombs.
  - j. DON'T investigate too closely.
  - k. DON'T transmit on hand held radios in or near the building.

#### Attachment 5 – (Evacuation Considerations) to Bomb Threat Plan

1. Determine who will evaluate the threat and make the decision to evacuate or not to evacuate.
2. Establish a signal for evacuation. The signal may be the same as that used for fire. There is one problem in this regard. Normal procedure in case of fire is to close all doors and windows. In case of a bomb explosion, this could increase damage. You should consider a voice announcement for evacuation under conditions of a bomb threat. The announcement must be calmly. Personnel should be instructed to leave all windows and doors open and proceed according to the pre-established evacuation plan.

3. Establish priority and routes of evacuation based on the type of building and location of personnel within the building upon receipt of a bomb threat.
4. Consider priority and routes of evacuation in the event a bomb is found in the building. This will also depend on the type building and location of personnel in relation to the area where the bomb is located. In multi-story buildings personnel on floors above the danger area should be evacuated first. This can also be done simultaneously with the evacuation of lower levels.
5. If evacuation is ordered upon receipt of a threat, are personnel expected to return to work or classes upon completion of the search? Will they be dismissed for the remainder of the day?
6. Who makes the decision to permit re-entry into the building following a search in which no bomb was found?
7. If evacuation is ordered and personnel held on stand-by pending completion of the search, an evacuation of "holding" area must be established and controlled. This area should be a distance far enough away from the building to protect personnel against debris, etc., in the event of an explosion.
8. Assume that a bomb threat is received, but evacuation is not ordered. During the search the bomb explodes with resultant injury or death.
9. Who controls entry into the building pending arrival of police?
10. If the building is evacuated should all electricity, gas, and fuel lines be shut off at the main switch or valve? (There is some diversity of opinion as to whether electric power should be shut off. To leave it on increases the possibility of electrical fires. To shut if off leaves the building in darkness and may tend to hamper the search team.)
11. Some type security should be provided for evacuees. It may be advisable to place evacuees in a single, well secured area to protect them from further terrorist

action. On the other hand, consideration might be given to dividing evacuees into smaller groups; thus presenting a less lucrative target.

## 6. **CIVIL DISORDER OR DEMONSTRATIONS**

### a. Purpose

To provide a procedure to maximize the safety and security of faculty, staff and students in the events of a civil disorder or demonstration.

### b. Definition

- (1) Peaceful, Non-Obstructive Demonstrations – A march or demonstration where there is no interference with the normal operations of the University and no threat of physical harm to person or damage to University facilities.
- (2) Violent, Disruptive Demonstration – A violent disturbance of the public peace by three or more persons assembled for a common private purpose.

### c. Equipment

When it becomes necessary to put into operation the provisions of the Violent, Disruptive Demonstration Plan, the following personnel will equip themselves with the equipment indicated (as a minimum):

- (1) Senior Vice Chancellor for Student Services and Administration,  
Dean of Student Services and Chief of University Police
  - (a) Six-volt seal-beam lights
  - (b) Power megaphones
  - (c) Walkie-talkie radios
  - (d) Writing material
- (2) Administrative Personnel and Student Staff

- (a) Flashlights (preferably six-volt seal-beam for administrators)
- (b) Writing material
- (3) Police Officers (in addition to standard equipment)
  - (a) Six-volt seal-beam lights
  - (b) Writing material
  - (c) Cameras
  - (d) One cam-corder (to be acquired)
- d. Procedure

Residence Hall Civil Disturbance Plan

**INTRODUCTION**

The Civil Disorder/Demonstration Plan has been given careful thought and has been proven effective through past experience. It is the responsibility of each Student Services staff member and each Student Services student employee to become thoroughly familiar with the Plan and to be prepared to initiate the actions of the Plan upon direction from the proper authority. Residence hall administrative personnel are assigned the particular responsibility of situations necessitating the use of this Plan.

**CIVIL DISTURBANCE**

Situation

- (1) Peaceful, Non-obstructive Demonstrations - Generally, demonstrations of this kind will not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.

(2) Violent, Disruptive Demonstrations- On the Troy campus, there are situations which might arise either (a) spontaneously or (b) planned. These situations may include raids, unauthorized demonstrations, riots, strikes, etc. For the purpose of control, it makes little difference to those responsible as to which of these situations exists. It is imperative that all responsible persons (including Deans, Director of Housing, University Police, and other Student Services staff members, and student staff employees) know exactly what is expected of them in a given situation. These people must have a workable plan of action for any contingency which might arise; however, it will be impossible to spell every detail in this Plan. Student Services staff members must use discretion in circumstances not specifically mentioned.

Even though student conduct may not normally be one of their assigned responsibilities, each Student Services staff member will be expected to assist on the campus in preventing or suppressing any unauthorized group disturbance. The degree of seriousness of a disturbance is directly proportionate to the “adult” assistance on the scene. There is strength in numbers--- the more help available, the less serious the problem, particularly from a psychological standpoint. A “show of force” is a definite asset in a crowd disturbance. For clarity and practicality, this overall Plan will be divided into these categories:

Residence Halls – Community Directors and Resident Assistants

University Police

### **RESIDENCE HALLS**

1. Community Directors and Resident Assistants: The staff plays a vital role in the prevention and control of riotous situations. The best course of action in any unwanted situation is to prevent the situation from escalating, or to block those

circumstances that lead to the situation. It would be impossible to expound on each of these circumstances, and those involved would be expected to use their discretion. However, open communication with the residents of the halls (whom each staff member should know by sight and name) would be beneficial in discouraging those students from participating in overt actions. Additionally, a positive plan of action for Resident Assistants in such situations is a necessity. Because these Resident Assistants are students, they are understandingly limited in their effectiveness. However, Resident Assistants will be much more secure in their responsibilities if they are aware of exactly what is expected to have in writing an approved plan describing the exact responsibilities of each student staff member. The Housing staff is also responsible for ascertaining that each staff member is thoroughly familiar with the plan.

Male Student Staff Members: Resident Assistants can be valuable in difficult situations. Actually, control would be virtually impossible without the assistance of these people. They should be given definite assignments and should be delegated authority since they represent the University and the Administration. Consideration should be given to the means of identification (i.e. self-identification.) It is important that students and others have a way a knowing that these students are student staff members and not participants in a disruptive action. A mutual plan will be worked out with those concerned to accomplish this identification. The most important function of a student staff member (other than actively preventing situations from arising) is keeping administrators and University Police informed well in advance of all rumors or plans concerning disruptions of normal routines. The Housing Director will take the necessary steps to ensure that open communications exist at all times among student staff members and students. The student employees' acquaintance with and personal

knowledge of other students can also be utilized advantageously. If a situation begins to get out of control, the directive will be issued for participating students to disburse immediately. Should this directive be issued, it may become necessary to begin taking the names of those students who refuse to cooperate with the person issuing the directive. Student staff members may be called upon to assist in this taking of names. However, proof is essential. It is advised to (1) require students surrender their ID card or some other type of ID, and to (2) have a witness present when the name is taken. ID cards should be retained and turned over to the appropriate administrator. Refusal to identify oneself constitutes a violation of University regulations. Cameras are also important means of identification.

Female Student Staff Members: All guidelines mentioned for men apply to the women; however, their role is somewhat different since the women are usually inside the building while the men are outside. It is imperative that each female staff member ensure at all times, on a day-to-day basis, that her building is secure in all respects.

Some students encourage the “excitement” of a raid by shouting out of the windows from within the residence halls. The action plan for the Resident Assistants should contain provisions for positively preventing women students from communicating from or being near windows.

Resident assistants should assist the Community Directors in any way deemed appropriate. The same guidelines apply for the women assistants as for the men. They should be thoroughly briefed on their duties and should be given definite assignments within the residence halls. A calm outward appearance is essential. Student assistants may also obtain the names of male students who

destroy University property to gain unauthorized entry into a facility. These women student staff members deserve recognition for their assistance.

### **UNIVERSITY POLICE**

University Police work directly with the Student Services Division through their communication system (netted with the Troy Police Department) and by their appearance in uniform and with marked vehicles, they serve an extremely valuable function. Their goal is to control a situation without injury to anyone or damage to any property.

University Police should be immediately notified of pending trouble. They will do all within their power to prevent explosive situations from arising by dispersing any crowd that gathers without permission; however, they will not be called upon to make final decisions concerning student gatherings, either authorized or unauthorized. University Police will be in constant communication with the Senior Vice Chancellor for Student Services and Administration and the Dean of Student Services, who have the ultimate responsibility of making the final decision concerning the courses of action to be taken. The Chief of University Police plays a major role in the decision-making process.

### **RESPONSIBILITIES**

1. The Senior Vice Chancellor, the Dean, and the Chief of University Police will assume overall command responsibility over any campus disturbance. Necessary responsibility will be delegated to professional staff members who are charged with the responsibility of supervising their Resident Assistants. The normal chain

of command will govern all situations. The Senior Vice Chancellor, the Dean and the Chief of University Police will position themselves in such a manner as to best facilitate and accomplish the desired purpose and to enable them to direct the overall plan. The Senior Vice Chancellor, the Dean and the Chief of University Police will be called when it becomes apparent that the situation is potentially explosive.

2. The Director of Housing and Residence Life should assume responsibility for all residence halls. He/she should also organize his staff to cover the campus, thus facilitating close coordination between the staff. The Assistant Director of Housing and Residence Life will assist in this operation.
3. The Housing staff should assist the Community Directors in maintaining order and in discouraging residents from leaving the residence hall. The Director will be positioned as the situation dictates. One or two student staff members will be assigned to assist the Housing staff.
4. The Community Directors will assume complete responsibility for their individual residence halls. They should control the actions of the students and accomplish necessary tasks within the building.
5. The Chief of University Police should supervise University Police officers in their actions and should coordinate all activities with the Senior Vice Chancellor and the Dean.
6. University Police (Patrol) should assist when so directed and should operate a camera when needed.

NOTE: Decisions concerning the need and/or use of non-University assistance will be made by the Senior Vice Chancellor, the Dean and the Chief of University Police. Local law enforcement officials are instructed to respond to requests for assistance only through authorization of these administrators.

7. Other Student Services employees should be on hand to assist the previously mentioned personnel. Directives will be given by the Senior Vice Chancellor.

#### APPENDIX "A" TO CIVIL DISTURBANCE PLAN

The following plans are agreed upon by the Senior Vice Chancellor for Student Services and Administration, the Dean of Student Services and the Housing staff in an effort to provide a uniform approach toward controlling raids and riots.

1. Each Community Director should ensure that his or her residents understand University regulations concerning mass disturbances.  
NOTE: Do not threaten the student that "he/she will be suspended," but that he/she is "in direct violation of University regulations."  
(See pertinent regulations in the ORACLE.)
2. Community Directors should use their influence and their student staff in alleviating disturbance plans and in not permitting crowds to gather.
3. Community Directors should assist their student staff in discouraging residents from leaving their residence halls and in encouraging them not to participate in disturbances. It should be pointed out that spectators will often be classified as participants.
4. Some student staff members should always be left in charge of the residence halls to prevent vandalism and answer the telephone, etc.
5. Student staff members that are assigned to the trouble areas should remain in pairs and have writing material with them.
6. Decisions concerning the need and/or use of outside police assistance will be made by the Senior Vice Chancellor, the Dean in cooperation with the Chief of University Police.
7. The University telephone switchboard should remain operational.

8. Student staff members should be instructed to get the name and/or ID card of any person damaging property or entering or attempting to enter a building without proper authority. Witnesses must be present for identification purposes.
9. Each Community Director should submit an addition to this plan concerning the particular plan of action for that building, including action of the staff both inside and outside the residence hall and the procedures for informing student staff of what is expected of them.

### APPENDIX "B" TO CONTINGENCY PLAN

#### Interference With the Rights of Others

The following statement was approved by the University Attorney and is to be read by appropriate administrative personnel if students should interfere with the rights of others or with the normal operation of the University.

1. Statement to Vacate Building:

If you leave now, and if you have committed no act other than to trespass, you will only be called by the University to appear before the University Discipline Committee for appropriate disciplinary action. If you do not leave now, you will be arrested and charged with trespass. You may also be charged with any other offence you may have committed. In the event of arrest, you are immediately suspended from the University and you will be called by the University, at an early date, to appear before the University Discipline Committee, at which hearing it will be determined whether your suspension shall be made permanent or shall be lifted, or whether any other appropriate disciplinary action shall be taken.

Furthermore, let me remind you, in view of recent federal legislation, that

any of you receiving federally sponsored student financial aid may be jeopardizing that aid by your actions.

If you are not a student, and if you have committed no other act than trespass, you may leave now without any further action being taken. If you do not leave now, you will be arrested and charged with trespass.

2. Statement on Sit-Ins:

At \_\_\_\_\_ o'clock, the normal closing hour, this building will be secured.

You are hereby warned that anyone remaining in this building after that time is in violation of University regulations and state statutes and will be subject to arrest and University disciplinary proceedings, including restitution for the costs of staffing and maintaining the building.

Furthermore, let me remind you, in view of recent federal legislation, that any of you receiving student financial aid may be jeopardizing that aid.

If you are not a student, and if you have committed no act other than trespass, you may leave by \_\_\_\_\_ o'clock without any further action being taken. If you do not leave by \_\_\_\_\_ o'clock, you will be arrested and charged with trespass.

3. Statement on Riotous or Disorderly Conduct:

You are, by your presence here, in violation of University Standards of Conducts. You are hereby advised to depart this area immediately and return to your place of residence or someplace away from here. Anyone remaining in this area or anyone who in any way continues to behave in a disorderly manner or by his presence aids and abets this disturbance will

be subject to immediate suspension. You have \_\_\_\_ minutes before names will be taken.

7. **HEALTH CARE**

A. Purpose

To assist students, faculty, and staff in acquiring needed medical care.

B. Procedures

(1) Residence Halls - Minor Health Care problems should be referred to the Troy Health Center.

(a) The Health Center has a nurse on duty from 8 a.m. to 5 p.m. Monday through Friday. No permission is necessary to visit the Health Center during the day; however, the Clinic hours are 8 a.m. to 12 noon, and 1 p.m. to 5 p.m. daily.

(b) A student needing emergency care after 5 p.m. or on the weekend, must go to Troy Regional Medical Center Emergency Room. The expenses incurred for such services are the responsibility of the student.

(c) Residents too ill to attend class must report to the Health Center for medical assistance.

(2) Residence Halls – Major Health Emergency (suicide attempt, suicide threat, gunshot wound, stabbing, etc.)

(a) The Resident Assistant will immediately call an ambulance at 911. The Resident Assistant will then contact University Police so they may help direct the ambulance to the proper place. The Resident Assistant will then contact the

Community Director. The Community Director will notify other housing staff as necessary.

- (b) The Resident Assistant will send someone to help guide ambulance personnel to the resident.
- (c) The Resident Assistant will help maintain order and provide a clear pathway for the ambulance personnel.
- (d) The Dean of Student Services will then inform the Senior Vice Chancellor for Student Services and Administration.
- (e) Suicide threats must be considered very serious. University Crisis Counselor, Fran Scheel (Ext. 3700) or someone from this staff will be contacted for assistance.

**NOTE:** The Resident Assistant may have to enlist the aid of other residents to accomplish the above.

(3) Non-Residential Buildings

If a medical emergency occurs in a non-residential building the first person aware of the problem will notify an ambulance at 911. They will then contact the University Health Center at Ext. 3452 and ask for assistance from a nurse. University Police will then be contacted so they can help guide the ambulance personnel.

If someone mentally disturbed is threatening their lives or the lives of other the first person aware of this will immediately contact the University Crisis Counselor, Fran Scheel (Ext. 3700) or someone from this staff and the University Police will then be contacted immediately.

8. **BARRICADED SUSPECT/HOSTAGE PROCEDURE**

The following procedures will be followed by members of the Troy University Police when dealing with barricaded suspects or hostage situations:

A. INITIAL CONTACT

Any officer who encounters a barricaded suspect or a hostage situation will take the following steps:

- (1) The officer will do all possible to persuade the subject to surrender peacefully and advise the subject that continued hostility only makes matters worse. If unable to persuade the subject to surrender and if the officer is fired upon by the barricaded suspect he will fire if appropriate and return fire would not endanger third parties. Do not fire unless fired upon. If there is any doubt concerning the presence of hostages, do not return fire.
- (2) The officer will immediately seek cover. Officers will understand the difference between cover and concealment. The officer will attempt to take cover in a position that offers as large a view as possible of the barricade and surrounding area.
- (3) The officer will notify the communications operator and the supervisor immediately, giving as much information as possible on the location, suspect, etc. All units will go to emergency radio traffic only. The supervisor will assign responding units to locations that will establish an INNER PERIMETER around the suspect's location. Officers will be deployed in the event that return fire becomes necessary.
- (4) The communications officer will notify the Chief of University Police and will begin a call out of all duty personnel. Troy Police

and other law enforcement agencies will be called for assistance as needed.

- (5) At this point all officers remember the most important objective is to CONTAIN THE SUSPECT. NO OFFICER WILL ATTEMPT TO ENTER THE SUSPECT'S AREA OR TAKE ANY ACTION OTHER THAN CONTAINING THE SUSPECT.

#### B. IMMEDIATE ACTION

After the inner perimeter is established and the suspect is contained the following steps will be taken:

- (1) The highest ranking officer on the scene will begin to establish an OUTER PERIMETER which would stop both vehicular and pedestrian traffic into the area. As personnel become available they should be assigned to intersections and other locations to isolate the area.
- (2) All neighboring residents and innocents will be evacuated from the immediate area of the suspect. This will be done quietly and safely.
- (3) Upon arrival of the Chief of University Police (or the Dean of Student Services) a COMMAND POST will be established in the OUTER PERIMETER. At this time all orders will be given from the command post.
- (4) Officers who initially responded to the call and are in the inner perimeter will be relieved by tactical personnel. Those officers will then be assigned to areas in the outer perimeter or assigned to logistical support.

- (5) The City of Troy Police Department, State of Alabama Hostage Negotiating Team of the Alabama Bureau of Investigation will be notified immediately and assistance requested by the Senior Vice Chancellor, the Dean or Chief of University Police.
- (6) Upon the establishment of the COMMAND POST and the arrival of TACTICAL PERSONNEL the situation will be turned over to the HOSTAGE NEGOTIATION TEAM who will attempt to make contact with the suspect and resolve the situation.

### C. **PROCEDURES**

All Patrol Officers responding to a barricaded suspect or hostage situation will remember the following:

- (1) Time Is On Our Side – Do not take any action that would endanger your own life or a hostages life. Do not escalate the situation.
- (2) Contain the Suspect – Take cover and observe the scene. Report any activity observed in or around the scene.
- (3) DO NOT ALLOW FAMILY MEMBERS OF THE SUSPECT OR FRIENDS TO ATTEMPT TO ENTER THE INNER PERIMETER OR ATTEMPT TO CONTACT THE SUSPECT.
- (4) DO NOT ALLOW REPRESENTITIVES OF THE NEWS MEDIA OR ANY OTHER UNAUTHORIZED PERSONNEL INTO THE AREA.

### 9. **CHEMICAL OR RADIATION SPILLS**

Any spillage of radioactive materials is to be reported immediately to the University Police Department. When reporting, be specific about the nature of the involved material(s) and the exact location. The University

Police Department will contact the necessary specialized authorities and medical personnel.

The person in charge of the activity when the accident occurs should vacate the affected area at once and seal it off. If inside, close the lockers where the material is stored and close all doors and windows, to prevent further contamination of other areas until the arrival of University Police who will evacuate the building or area and secure it until specialized personnel arrive on the scene.

Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give his/her name to University Police. Required first aid and cleanup by specialized authorities should be started at once.

Troy University deals mainly with potentially dangerous chemicals which are stored primarily in the Math/Science Building, Wallace Hall (Printing Services), and the Physical Plant.

There will be occasional use of radioactive materials in the Math/Science Building in the laboratories. Any person or department purchasing any type of radioactive materials should contact the University Police prior to the purchase for notification purposes. This is necessary in order to maintain records of all radioactive materials on campus. They will be contacted in cases of radiation leaks or spillage to assist with handling the problem.

The following are some safety rules when working with chemicals in the labs and other places:

- a. At all times wear goggles or prescription glasses in the laboratory to cover and protect your eyes, whether or not

you are handling chemicals. Violators may be subject to expulsion from the laboratory.

- b. Do not taste substances, smoke, eat, or drink in the laboratory.
- c. Keep the laboratory in proper order: Immediately clean up your own spillage from floors, benches, etc.; clean up your work area before leaving the laboratory; leave balances and other instruments clean and ready for use.
- d. Do not contaminate reagents: Do not put excess chemicals, spatulas or anything else into reagent bottles; immediately return the proper cap or stopper to a reagent bottle after use.
- e. Materials with irritating or poisonous vapors (such as hydrogen sulfide, ammonia, hydrochloric acid) must be transferred and used in the hood.
- f. Familiarize yourself with the location and use of safety equipment, such as fire extinguishers, fire blankets, eye washers, and safety showers.
- g. Help maintain good laboratory discipline; any irresponsible behavior may result in immediate expulsion from the laboratory. Do not perform any unauthorized experiments. If you wish to change procedures or attempt experiments of your own design, first consult your instructor and get his permission. When using chemical reagents, read the label twice to be sure you are using the correct chemical. (Serious poisoning or explosions have resulted from careless errors).

- h. Be careful with glassware. All glass tubing should be fire-polished, and used so as to avoid danger or injury. When carrying long pieces of glass tubing, extra care is required to avoid others' eyes. Burettes are frequently broken (at a cost of \$10-\$15) by students carelessly walking through doorways while holding them horizontally. Students should be careful not to overload their arms with glassware in order to save a trip to the stockroom.
- i. Dispose of wastes and hazardous substances in the proper manner. Aqueous solutions and small quantities of soluble solids should be disposed of in the sinks and flushed thoroughly. Paper and other trash should be discarded only in the waste cans provided. Organic liquids should not be discarded into sinks but must be placed in designated bottles for later disposal by the storeroom staff. Spilled mercury must be collected with particular care. Report any mercury spills from any source including a broken thermometer, to the instructor. Mercury vapor is highly toxic and is a cumulative poison. Mercury metal is also particularly destructive to the lead pipes that commonly drain laboratory sinks. Clean up all mercury spills carefully, using powdered sulfur.
- j. Label all containers as to contents.
- k. Never use open flames and flammable solvents in the same room.
- l. Do not leave clothing on desks.

m. Under no circumstances put laboratory chemicals in your mouth. All chemicals are toxic. Some require only a very small quantity while others, such as common salt, require such large quantities to cause harm that they are commonly considered nontoxic. Be sure to use a bulb, not your mouth, when filling your pipette.

Avoid inhaling chemicals. Chemicals may enter your body through the respiratory system. Be cautious in smelling any chemical substance. When it is necessary to determine the odor of a material, hold the container at a distance from your face and waft the vapors toward you by gently fanning your hand over the container. Clean up spillage of solid chemicals in your area, as the resulting dust may be inhaled.

Avoid touching chemicals. Substances such as mercury, benzene, nitrobenzene, and chlorinated hydrocarbons may enter the body through the skin. Always wash your hands with soap and water any time you spill chemicals on your hands. Always wash your hands thoroughly before you leave the laboratory.

All chemical wastes and materials are disposed of by the City of Troy Sanitation Department, which operates a certified landfill.

The following precautions should be adhered to when working with radioactive materials and radioisotopes:

1. Never pipette by mouth.
2. Never smoke or eat in the Lab area.

3. Gloves and Laboratory coats are required when using radioisotopes.
4. Hands, shoes, and clothing will be monitored frequently.
5. Work with radioactive materials in an approved hood or glove box, unless the safety of working on an open bench can be demonstrated.
6. Radioisotope work will be conducted in an impervious tray or pan, lined with absorbent paper.
7. Utilize shielding and distance whenever possible.
8. Dispose of liquid and solid radioactive waste in the approved containers provided.
9. Refrigerators containing isotopes shall not be used for storing food.
10. Monitor radioisotope work areas at least once daily for contamination and make notation of this survey in laboratory records.
11. Thoroughly wash hands after manipulating isotopes, before eating or smoking, and on completion of work.
12. Maintain records of receipt, use, transfer and disposal of radioactive materials.
13. Report accidental inhalation, ingestion, injury or spills to a supervisor immediately.
14. Review pertinent safety practices frequently, especially before using a new radionuclide.

The Dean of the College which different laboratories are in, have the responsibility of appointing a suitable person to ensure that everyone working with chemicals and radioactive materials are briefed on the safety procedures listed above.

### **EMERGENCY PROCEDURES – DECEASED STUDENT**

1. The first person initially notified about the death of a student should contact the Dean of Student Services, Herbert Reeves at 670-3202 (O) or 670-4975 (H), regardless of the time. He, in turn, will notify other staff as necessary.
2. Persons receiving death notices should obtain student's full name, student number, classification, local and home addresses and telephone numbers, and parent's name(s).
3. Contact Chief Rod Anderson at 670-3794 (O) or 434-0270 (H) for the following details if available: (Chief Anderson will contact the Coroner or appropriate police official)
  - a. Time and place of incident; how it occurred, and names of other students, if others were involved, and the extent of their injuries.
  - b. Determine if coroner or anyone has contacted the family. If so, when? If not, do we need to assist?
  - c. If appropriate, determine funeral arrangements.
4. Chief Anderson and Dean Reeves will coordinate with local and state police to obtain any additional information the coroner could not provide. Local numbers:

University Police	670-1999
Troy Police Department	566-0500
State Troopers	1-800-525-5555
Sheriff	566-4347



After hours on weekends and holidays contact one of the following:

Herbert Reeves, Dean of Student Service 670-4975 (H)

Chief Rod Anderson, Chief of University Police 434-0270

In situations involving disorderly conduct of students, contact the Troy University Police, 670-1999. If University Police need assistance, they will contact Troy Police.

Situations involving fraternities' contact:

Mr. Derrick Brewster                      268-1389

Situations involving sororities' contact:

Ms. Barbara Patterson                      672-4010

Situations involving University Housing contact:

Mr. Herbert Reeves                      670-4975 (H)

Sara Jo Burks                      566-0713 (H)

